DNN Social 1.0.0

User Manual

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About this Manual

This manual has been written to demonstrate how site visitors, community members, community managers and administrators can participate in and build a vibrant social community using DNN Social 1.0.0.

This manual uses the example of the "Anova Community" default template site and, as such, all references to page names and module locations refers to the layout of this sample site. Likewise, the permissions documented here are the permissions that have been configured in the default setup. Additional permissions for all areas can be configured in the permissions grid on the module setting page for all modules.

This manual is not intended to be a complete 'how to' guide to using DotNetNuke. Separate manuals for this can be downloaded from http://www.dotnetnuke.com/Resources/Manuals.aspx. Note: SuperUser (Host) level topics are not included in the DotNtNuke User Manual.

About DNN Social

DNN Social is a complete social networking solution for your website that is ready out of the box to publish content, accept new users, facilitate discussions and reward participation. The different content types available include Blogs, Discussions, Events, Ideas and Question & Answers. All of these content types share a similar interface and user experience.

DNN Social also provides the necessary tools to facilitate user interactions. User profiles display details about the person behind the profile picture. Groups are used as meeting grounds for users with common interests. Private messages can be sent, friendships requested and comments "liked".

DNN Social includes a gamification framework which allows site administrators to guide users to perform desired actions on the site. Gamification is an increasingly popular system which rewards users for participation and cooperation. The gamification settings are applied to all the content modules so that points earned for actions on any page in the site are added to a single total for each user. The Leaderboard is prominently displayed, showing users who have generated the most points and have the highest reputation on the site. When a user unlocks new privileges, toast notifications instantly alert them. Performing predefined achievements result in being awarded badges, which can be displayed on the user’s profile.

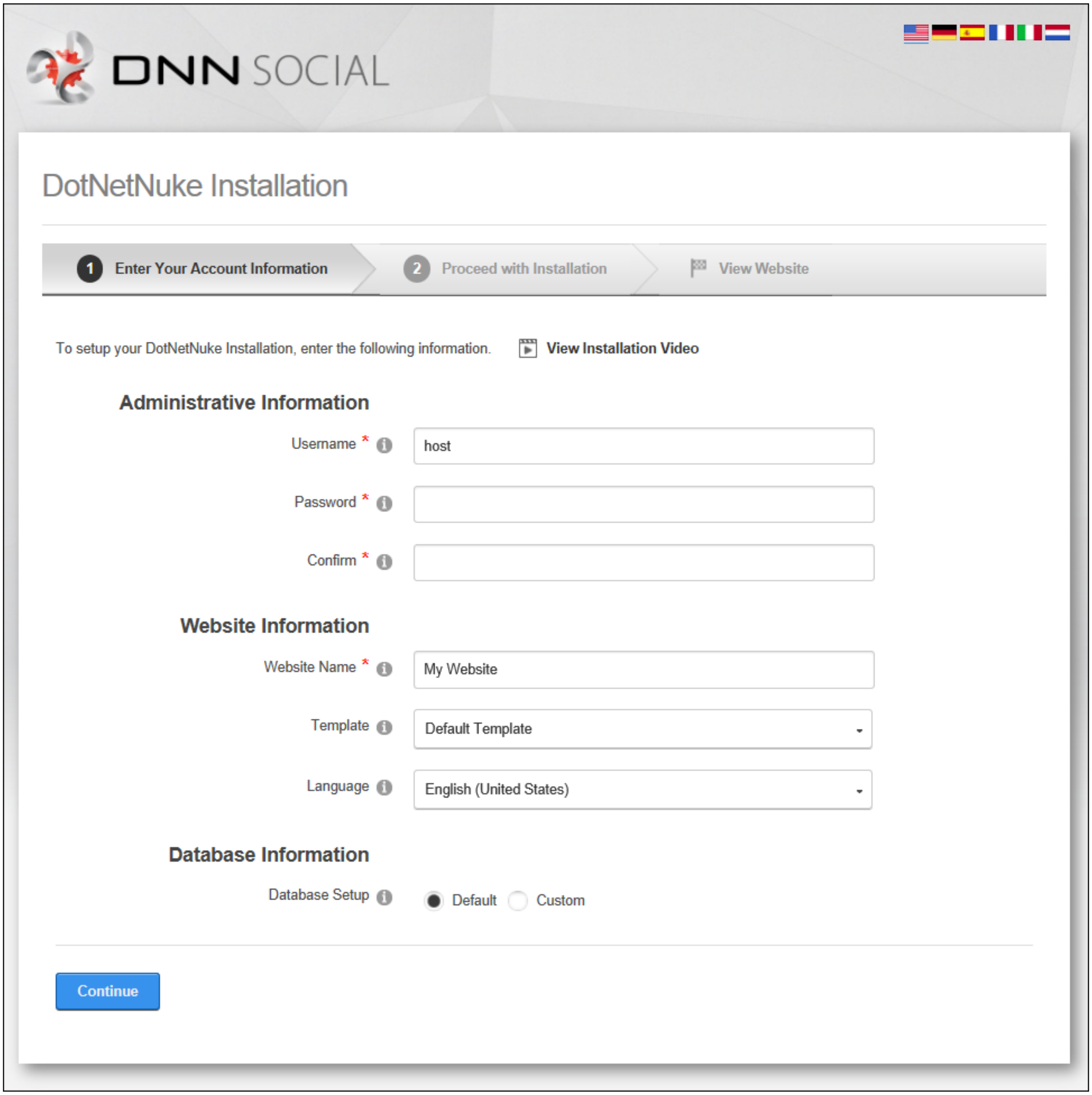
DNN Social has advanced analytic capabilities for tracking user participation. A proprietary algorithm is used to generate Engagement and Influence scores for each user. In addition site wide metrics can be viewed to assess how all the content modules interact and generate content. Almost every action a user can take is tracked, analyzed and used to compute the metrics, which are reported in easily readable graphs, diagrams and lists.

DNN Social helps organizations build vibrant online communities of passionate and highly engaged customers. It provides real business value by leveraging community engagement to lower support costs, acquire and retain customers and increase sales and drive product innovation.

Installation

About the DotNetNuke Installation Wizard

The Installation Wizard provides a simple three step process for installing DNN Social and creating your first DNN Social website. The Installation Wizard displays a single form where you can enter a username and password for the SuperUser account, select a template for the first site and then either select the default database setup or setup custom database options. Once the installer opens in your website browser, it will auto-detect the language set on your web browser and switch to that language. If the language isn't part of DNN Installer pack then installer will default to English. If you wish to install your site in a different language click the flag of the language you wish to use. This will change the language used in the wizard and will also create the site's default content in that language. The new site's management tools will also show in the chosen language once the site is installed.



The DotNetNuke Installation Wizard

Installing DNN Social

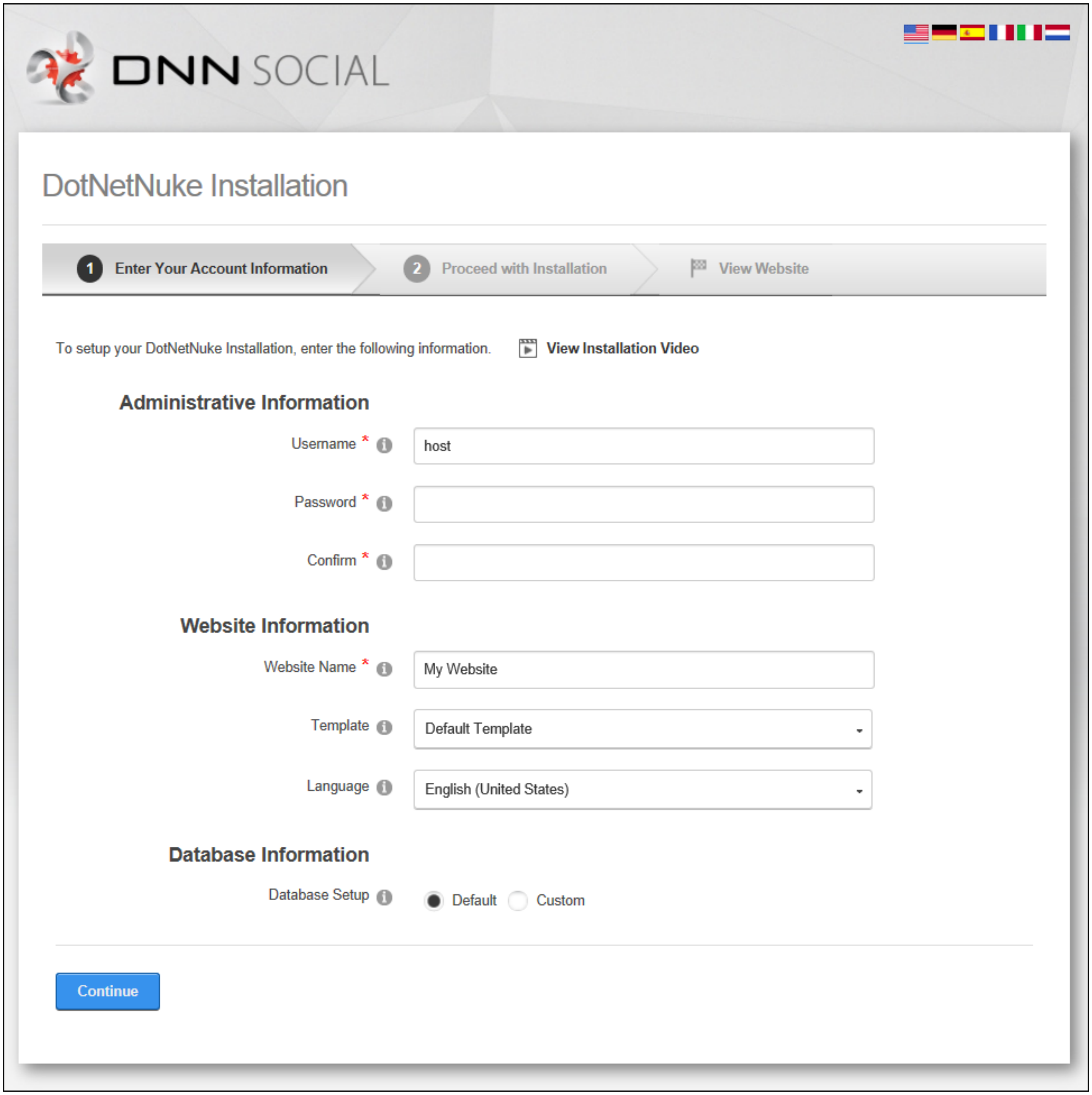
The installation of DNN Social is a one step process that creates a website and is ready to begin using. When the Installer is first run, it will detect the current language of your website browser and if it is English, French, German, Spanish, Italian or Dutch, the installer will automatically be displayed in your language.

You can choose to either create either a blank website or a fully configured social website based on the sample company "Anova Mobility".

Prerequisite. An SQL Server or SQL Server Express Database.

DNN Social Installation

This is what the installation page looks like. If you are happy with the default options, all you need to do is fill in the password fields and then click then click the **Continue** button.



Here's some more information on this page and information on choosing the non-default options:

Administrative Information

Here you will enter the information for the SuperUser account, sometimes referred to as the Host. This account has access to all sites created within this installation. We recommend using a strong password, for example: at least 7 characters long and including a mix of letters, numbers and symbols.

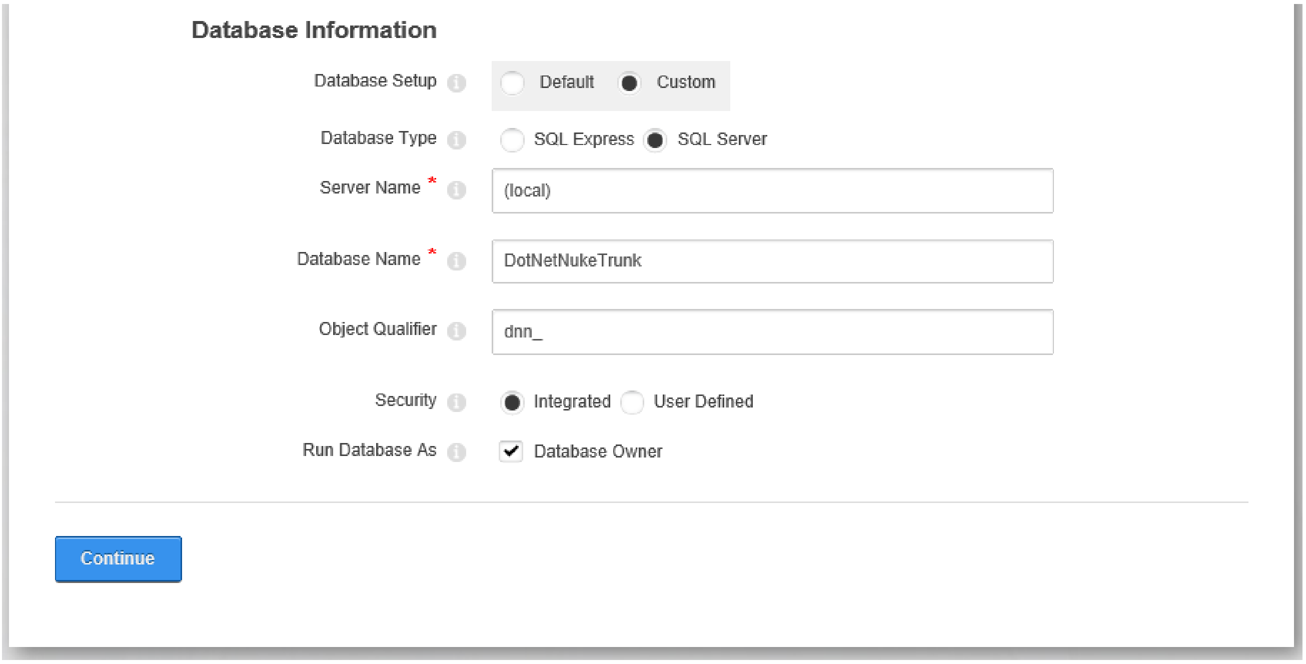
In the **Administrative Information** section, complete these details:

1. In the **User Name** text box, enter a user name for the Host account.
2. In the **Password** text box, enter a password for the Host account.
3. In the **Confirm Password** text box, re-enter the password for the Host account.

In the **Website Information** section, complete these details:

1. In the **Website Title** text box, enter a title for the website.
2. At **Template**, select the site template (pages and content) to be used for the first website that is created from these options:
   - **Blank Template**: Select to create the first website without using a template. This creates a site without any pages or content pre-added.
   - **Default Template**: Select to create a small sample website that provides useful information, movies and links on how to get started building your website. This template is available in a several languages allowing you to create a sample site in your preferred language. If you choose a template in a language other than English, the language pack for the chosen language will be installed on your site and this language will be set as the default site language. In addition, the usual default site language of English will be disabled, but not removed, on your site. Spanish language has been selected for this tutorial.
   - A **Mobile Template** is also included in DNN Professional Edition.

Optional: Configuring the Database Connection



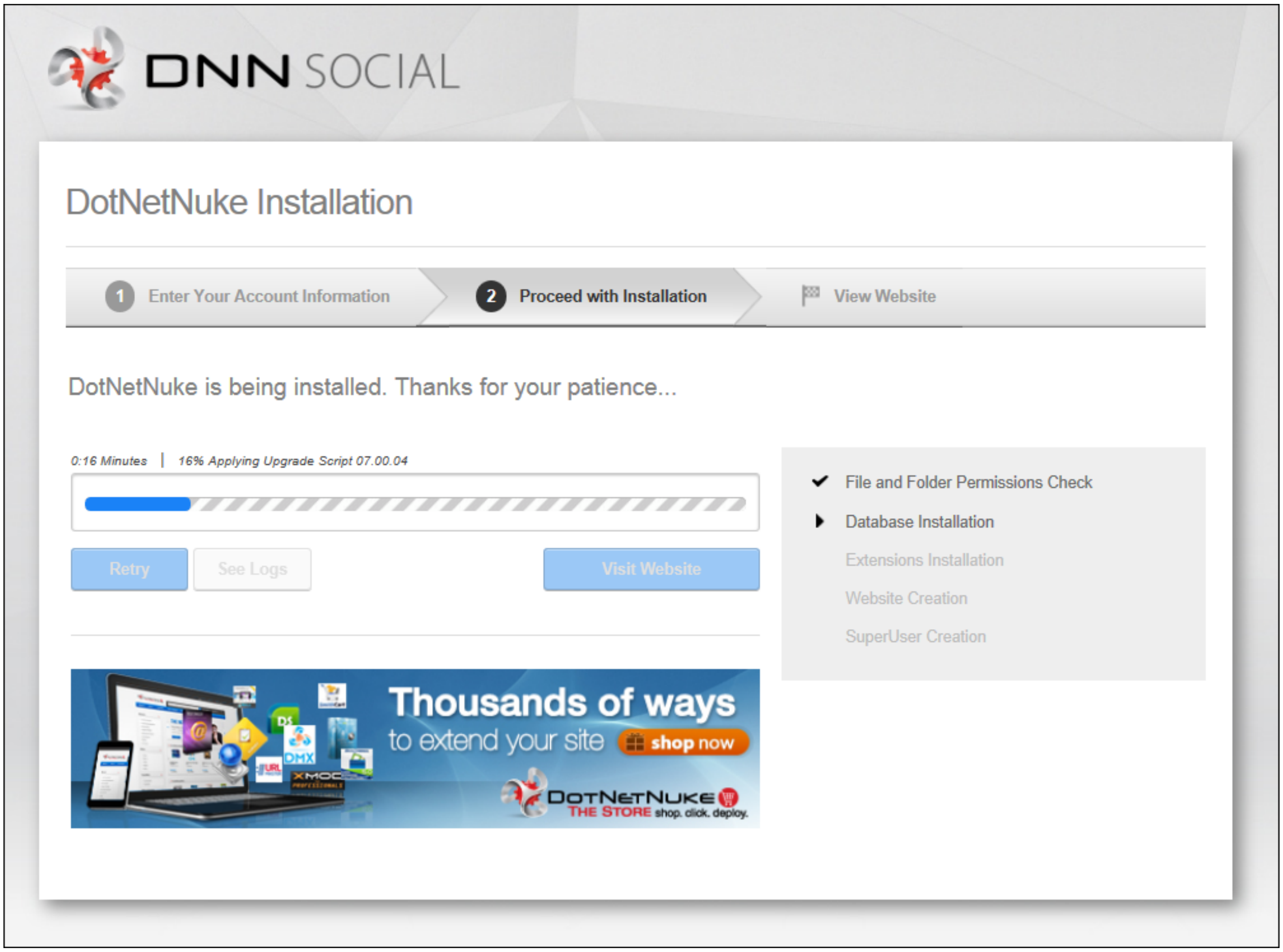
DNN Social is a content management system that stores information about your website in a database. This page allows you to configure the settings used by DNN Social to connect to a database. If you are installing DNN Social in a "Hosting Account" your provider should have provided you with this information previously. If you are installing DNN on your local system, it is recommended that you utilize the default options.

1. At **Database Setup**, select one of the following options and complete the associated settings:
   - **SQL Express**:
     a. In the **Server** text box, enter the Name or IP Address of the computer where the Database is located.
     b. In the **Filename** text box, enter the name of the Database File (located in the App_ Data Directory).
     c. At **Integrated Security**, select from these options:
        - Check ☑ the check box if you are using SQL Server's Integrated Security and will be using your Windows account to access SQL Server. If you are using SQL Server Express then you will most likely need to check this option. Skip to Step e.
        - Uncheck ☐ the check box if you have been given a User ID/Password to access your Database and provide the User ID/Password combination.

            i. In the **User ID** text box, enter the User ID for the database.
            ii. In the **Password** text box, enter the password for the database.
    d. At **Run as db Owner**, select from these options:
        - Check the check box if you are running the database as Database Owner
        - Uncheck the check box you will be running as the User ID specified.
    e. **Optional.** In the **Object Qualifier** text box, enter a prefix to use for all your database objects. This is helpful for avoiding object name clashes. Note: The Object Qualifier must start with a letter and be no longer than 50 characters.

- or **SQL Server**:
    a. In the **Server** text box, enter the Name or IP Address of the computer where the Database is located.
    b. In the **Database** text box, enter the Database name which you have previously created on the SQL server.
    c. At **Integrated Security**, select from these options:
        - Check the check box if you are using SQL Server's Integrated Security and will be using your Windows account to access SQL Server. If you are using SQL Server Express then you will most likely need to check this option.
        - Uncheck the check box if you have been given a User ID/Password to access your Database and provide the User ID/Password combination.
            a. In the **User ID** text box, enter the User ID for the Database.
            b. In the **Password** text box, enter the Password for the Database.
    d. At **Run as db Owner**, select from these options:
        - Check the check box if you are running the database as Database Owner.
        - Uncheck the check box if you will be running as the User ID specified.
    e. **Optional.** In the **Object Qualifier** text box, enter a "prefix" to use for all your database objects. This helps ensure that there are no object name clashes.

2. Click the **Continue** Continue button.

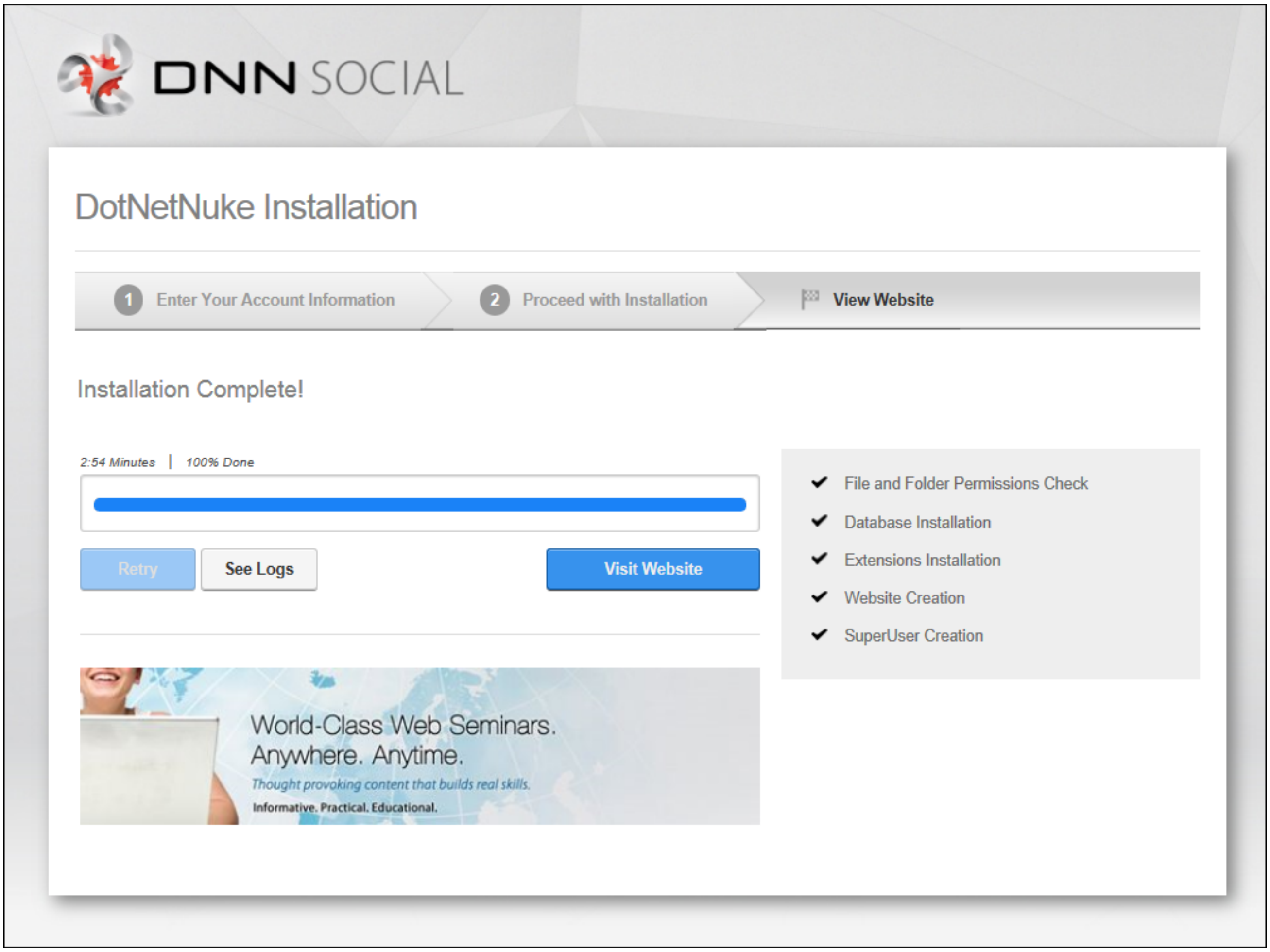


Installation:

When you click the **Continue** button, the progress of the installation will show up as a progress bar and also the list of major steps will show a tick next to them as they are completed. A typical installation will take around one minute and you can see how long your installation is taking as part of the progress bar.

Your newly installed website will be displayed once the installation is completed and you will be logged in to the SuperUser account.

Important. The user account created during install is a SuperUser account. This user has the ability to manage all settings for the first site and subsequent sites. The default SuperUser account should be disabled after creating a new SuperUser account by going to the Host > Advanced Settings > SuperUsers page.


DNN SOCIAL
DotNetNuke Installation
1 Enter Your Account Information
2 Proceed with Installation
View Website
Installation Complete!
2:54 Minutes | 100% Done
Retry
See Logs
Visit Website
File and Folder Permissions Check
Database Installation
Extensions Installation
Website Creation
SuperUser Creation
World-Class Web Seminars.
Anywhere. Anytime.
Thought provoking content that builds real skills.
Informative. Practical. Educational.

Your User Account, Profile and Ranking

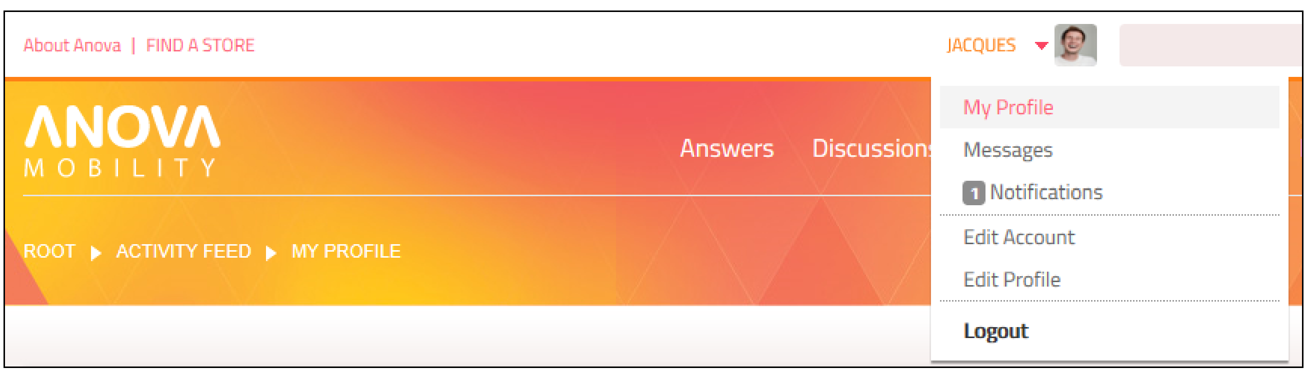
All registered users of a DNN Social site have the ability to view and manage their user account and their user profile. In this manual, your user account refers to your basic account information; your profile refers to the profile you share (or hide) with other community members; and your user profile refers to the area where you can access all of your account, profile and community participation tools.

Your user profile is the primary and central location where you can manage the information and privacy of your profile, manage notifications, subscription and connections with other members and post journal entries to different groups of members.

It also allows you to view a range of information about your participation and ranking in the community such as how engaged you have been with the site, the points and badges you have won and the influence you are having on the community.

Viewing Your User Account and User Profile

You can access your user account and your user profile by logging into the site and clicking on your name, which is displayed in the top right corner of the site. This displays a drop down menu listing the areas that you can go directly to from here. The first three options (My Profile, Messages and Notifications) display different pages of your user profile. The Edit Account and Edit Profile pages take you direct to those edit pages and the Logout option logs you out of your user account.



Managing Your Profile and Participation

The user profile is divided into the following seven sections: MyStatus, Activity Feed, Friends, Messages, My Profile, Notifications, Social Dashboard and Subscriptions. The profile is accessed by clicking “My

Profile” after hovering over the user’s name in the top right of the page, or by clicking on the user’s name in any of the content modules.

The other location where you can view information about your profile is the My Status summary panel that is displayed on most pages. See "About My Status"

Now let's have a look at My Status, followed by each area of the User Profile.

My Status

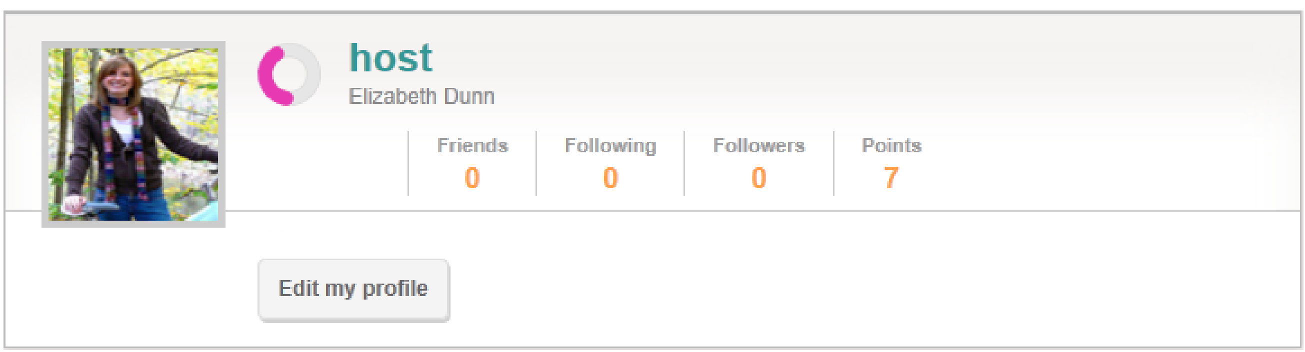
The information displayed at the top of the user profile page provides a quick view of the user’s current name, profile picture and biography. They number of friends, followers and points are also listed. This section appears at the top of each of the following profile sections.

About My Status

There are two versions of My Status used on the DNN Social Anova site that display a summary of a particular user's status.

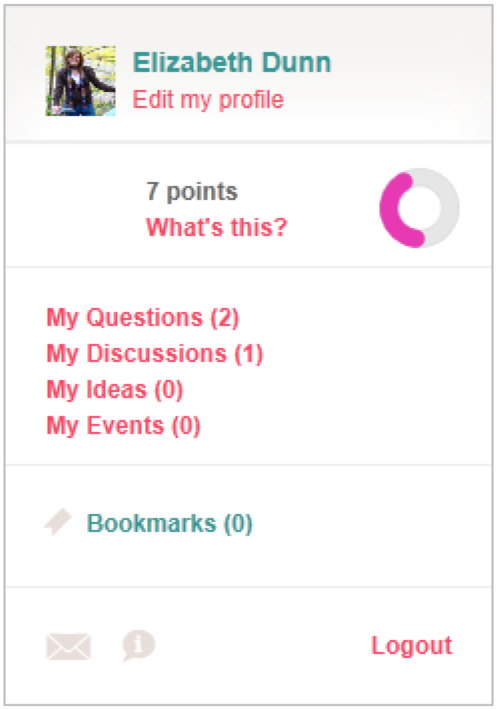
Permissions. Community members must be logged into the site to view My Status.

User Profile: The first version of My Status is displayed across the top of the Activity Feed, Friends and My Profile pages of the User Profile. This My Status displays a profile summary of the user profile you are currently viewing, whether that be your own profile or that of another member.



My Status as displayed on a member's profile page

Site pages: My Status is also displayed to the currently logged in member on most content pages and displays a summary of their user profile including their current profile picture, the points and badges they have accrued and a chronicle of their recent activity.



My Status as displayed on site pages

My Status, as it is displayed on site pages, is divided into the following sections:

The user profile section prominently displays the member's name and picture, while providing links to the full profile page and the profile editor. Displaying a member's own picture allows them to see which picture they are currently using to represent them, and to consider how others view them. A member's display name and profile picture are two of the most important and memorable aspects of their social persona. Some members will change their profile pictures often, so having it displayed at the top of My Status allows them to keep track of the image without having to view their full profile, although the default page skin also displays the name and picture for the member.

The profile status section displays the number of points the member has accrued. Depending on how the points system is implemented on the site, displaying the points can be a strong reminder to the member that they are adding value to the community or to track their progress towards a goal. This section also displays a visual indicator notifying the member if their profile is incomplete. The indicator is a less intrusive form of a nag message which drives members to enter profile data into the system.

The site activity section gives the current count of each type of content the member has created throughout the site. Each content type can be expanded by clicking upon it to display links to the specific items. This allows members to keep track of their contributions to the site, and also access them quickly.

The bookmarks section displays links to specific content the member has marked for future reference. This feature functions similarly to the bookmarks feature found in the member's browser; however it is specific to the site. The count is updated as a member adds or removes bookmarks throughout the site. Clicking on the bookmarks header can display or hide the list of specific links. These links may point to content created by the user, or by other members on the site.

The notifications section displays the current number of unread private messages and site notifications which require a response. It is important that these indicators are visible to the member at all times, so that they can react in a timely fashion. Clicking the Envelope icon takes them directly to their private message inbox where they can view and reply to unread messages. Clicking the Notification icon takes them to the notifications tab of the inbox, where they can approve, delete, accept, or otherwise interact with notifications they have received.

Finally, My Status displays a simple Logout link.

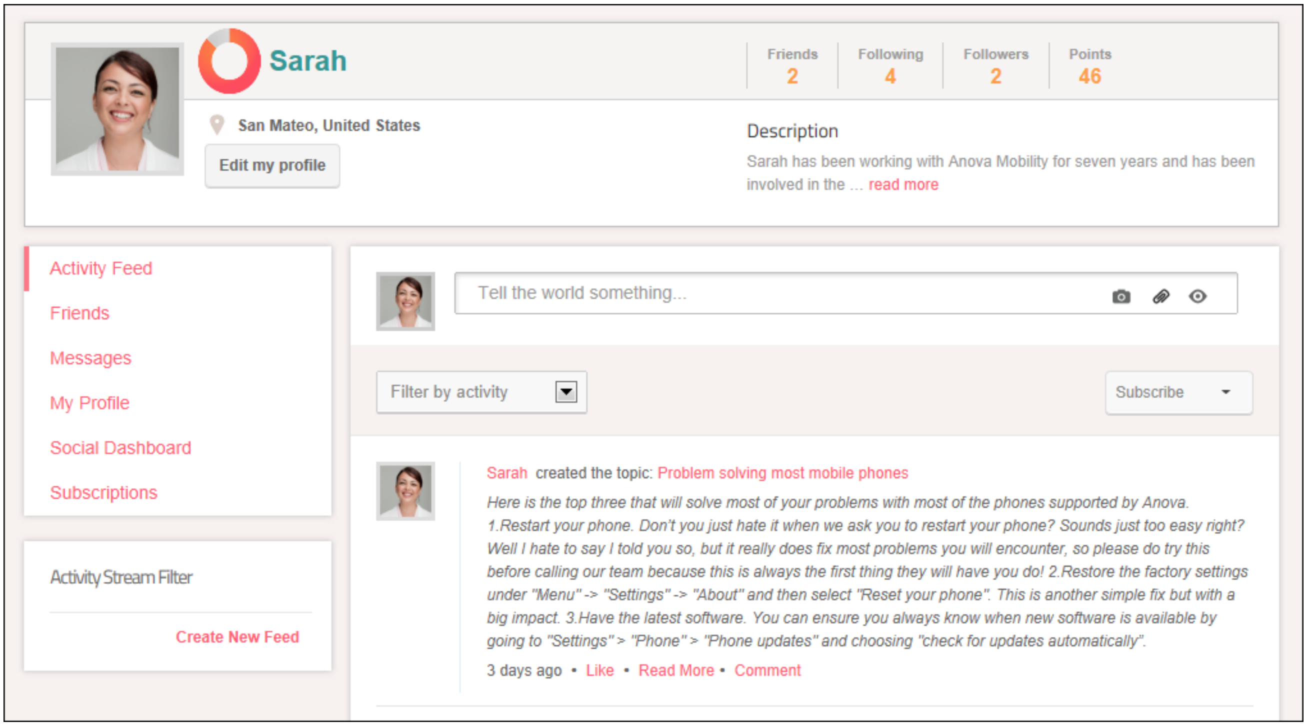
Features

- Click your name to view your profile
- Quick link to edit your profile, view notifications, view messages and logout.
- Displays your Badge. E.g. Expert
- Earn points by updating your profile
- Click the Edit my profile link
- Click an activity link (e.g. My Questions) to view the related activities

User Profile

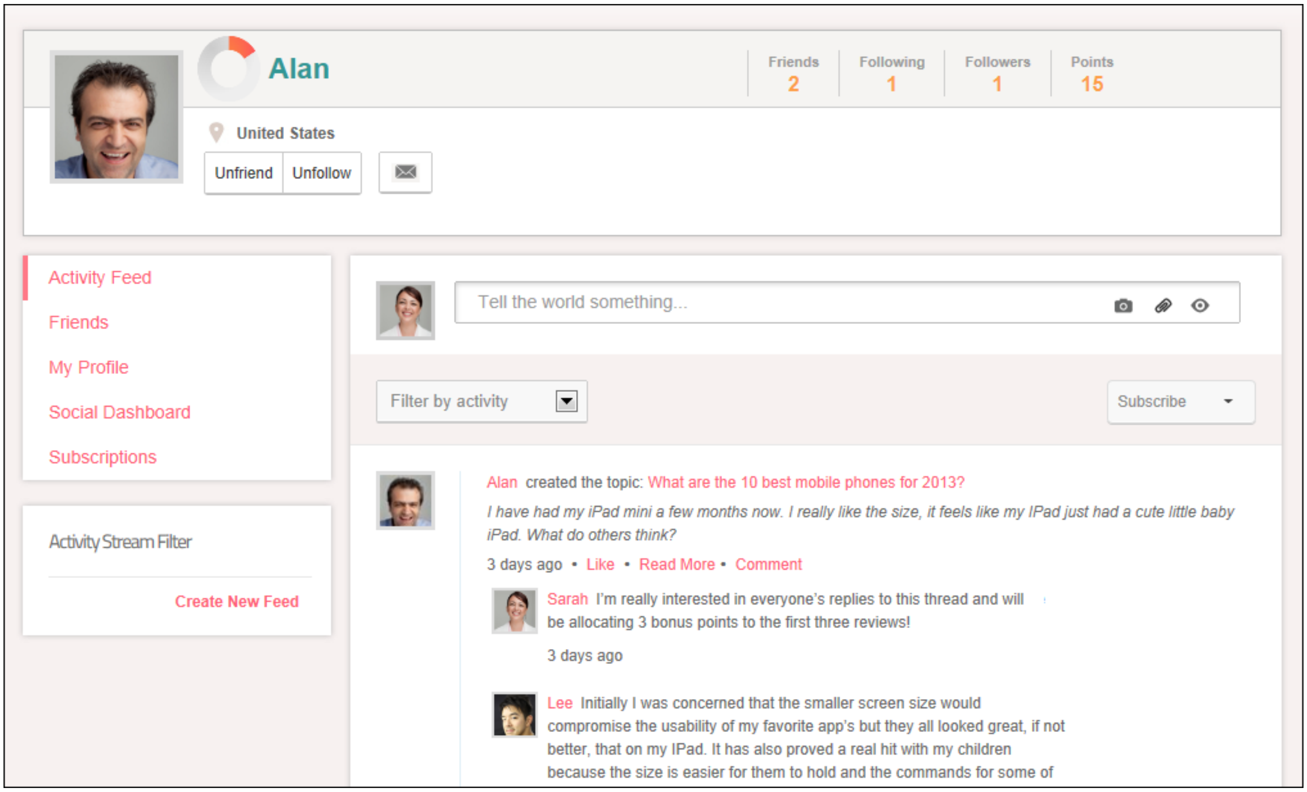
Activity Feed

The Activity Feed section below allows members post a message to their journal, view their previous journal posts, create their own activity feeds and subscribe to different areas of site content. See "Activity Stream Filter"



Viewing the Activity Feed for your own profile

If a community member is viewing the profile of another member, then they will see that member's posts instead of their own and will be able to friend/unfriend, follow/unfollow and send a message to that member.



Viewing the Activity Feed for another member's profile

Friends

The Friends page displays the Leaderboard or Community Leaderboard that allows members to view their ranking (total value of reputation points) as well as view the profiles of other members who are ranked directly above and below them. Members can view there ranking compared to all community members or just their friends.

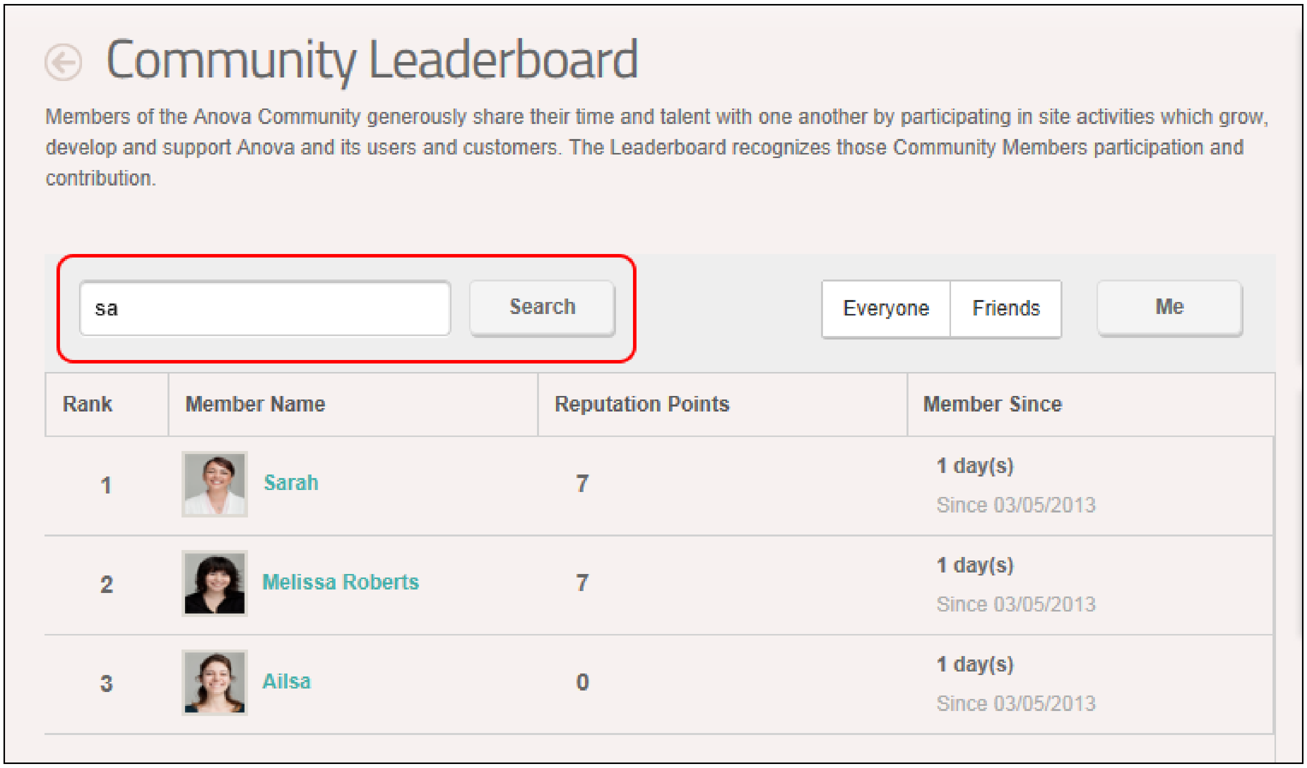
If a community member is viewing the profile of another member, then the friends of that member will be displayed.

The following options for filtering the members displayed on the Leaderboard:

Permissions. Community members must be logged into the site.

Searching for Members

1. Click on your name above the menu and select "My Profile" and then select the **Friends** button.
2. Enter all of part of a member's first or last name into the **Search** box and then click the **Search** button to view matching members.



Finding Everyone, Friends and Me

The following three filters can be using in conjunction with the Search tool or alone.

- Click the **Everyone** button to view all members.
- Click the **Friends** button to view only your friends. If this filter is used with the Search tool, only your friends who meet the search criteria are displayed.
- Click the **Me** button to view your profile in the Leaderboard. If used with the Search tool, your profile will only be displayed if you meet the search criteria. Your profile is highlighted for easy identification.

Viewing a Member's Status

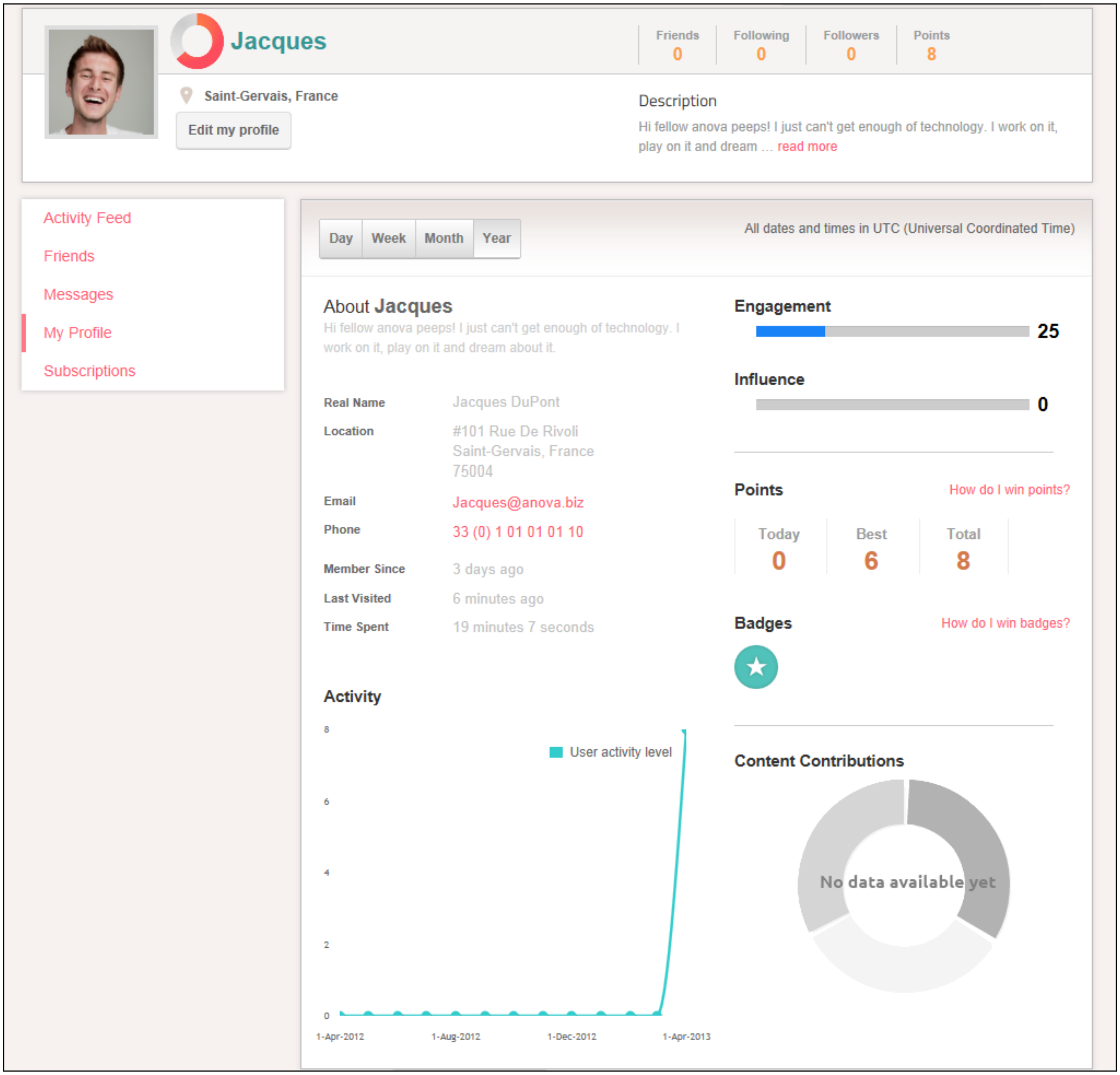
Click on a member's name to view their status. This opens your Status. See "About My Status"

Messages

Here you can create and send messages to other community members as well as read and manage messages that have been sent to you.

My Profile

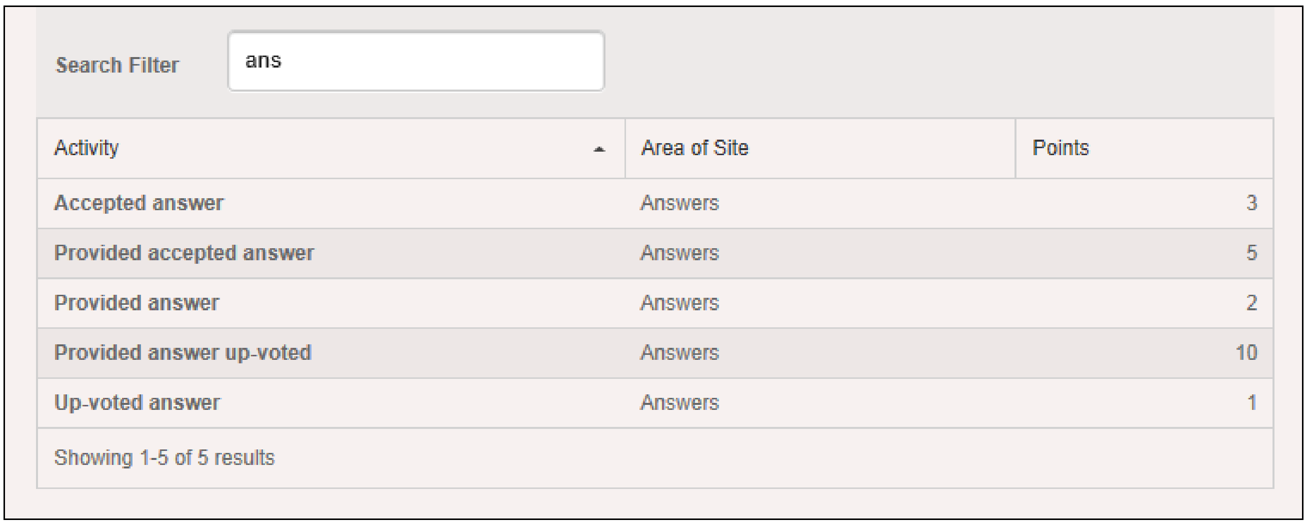
Here you can view a snapshot of your profile, your community participation and any points or badges you have earned. Links explaining how to win extra points and badges are also providing, making it simple to increase your status in the community. The Engagement and Influence graphs show you how much activity you have done on the site, along with how well the other community members are responding to you.



About Activities

Activities displays the actions which users can take in order to earn points. The list can be filtered by entering a search term in the input box. When a new action is configured to award points in the site Gamification Settings, it will automatically appear in this list. Notably, actions which reward negative points are not listed. The goal of Activities is to promote positive, desirable behaviors. Users can access the list to get an idea of what types of actions are available to them, which modules the actions correspond to, and how many points they will receive for performing them.

Activities can be viewed by clicking on the "How do I win points?" link displayed on the My Profile page of your user profile.



Related Topics:

- See "About Mechanics Management"

Notifications

Here you can read and manage notifications from DNN Social such as friend requests, details of members who are following you, privileges and badges you have achieved and social event invitations. Moderators, community managers and Administrators can also perform moderation tasks from here.

Social Dashboard

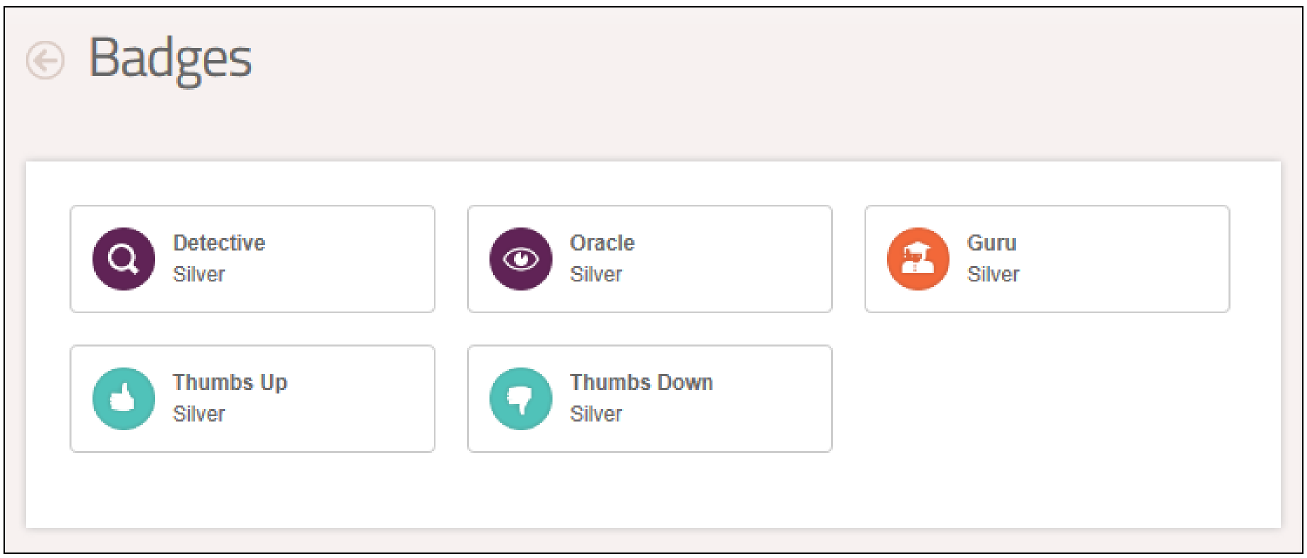
This page is only displayed to Community Managers and Administrators. See "About the Community Dashboard"

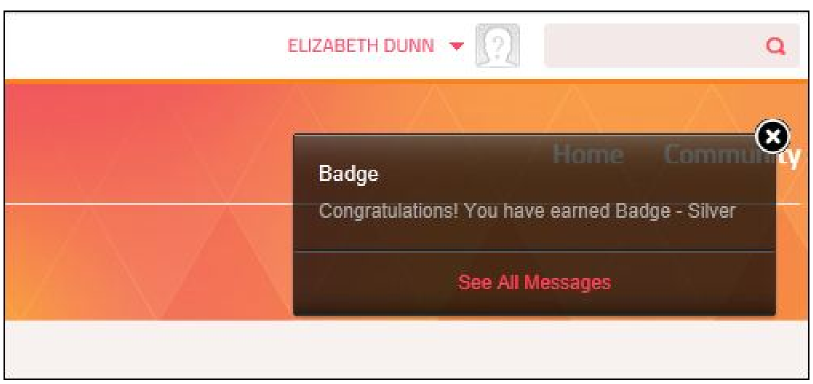
About User Badges

User Badges display a list of badges that community members can achieve. Badges are real-time awards or achievements that active community members receive for engaging in desired actions within the community.

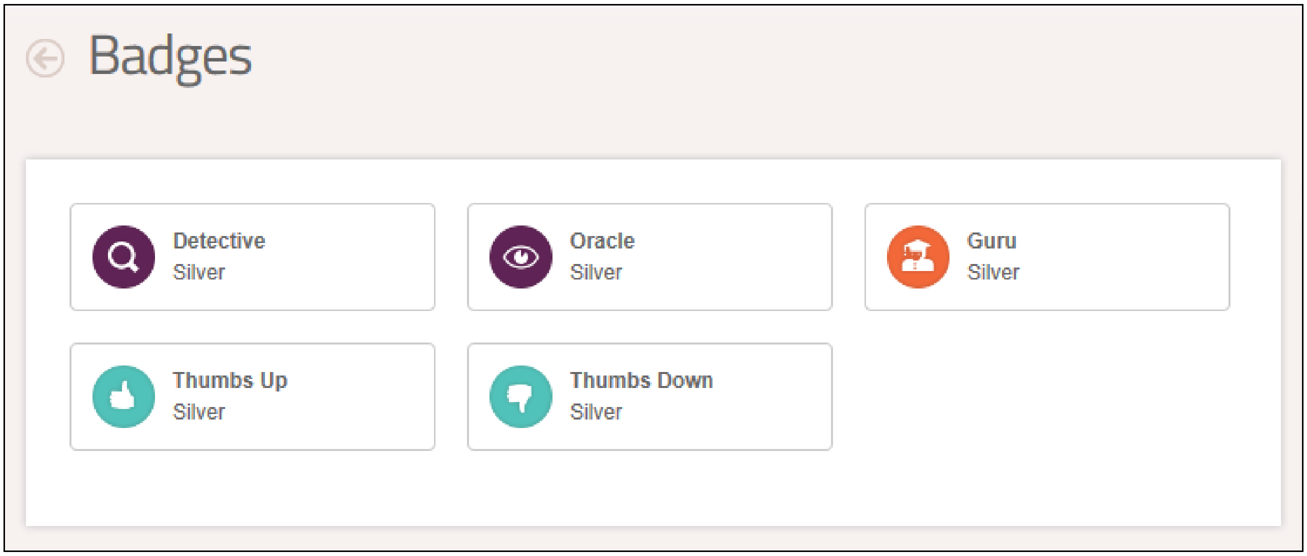
Badges are managed via the Admin > See "Creating a Badge"

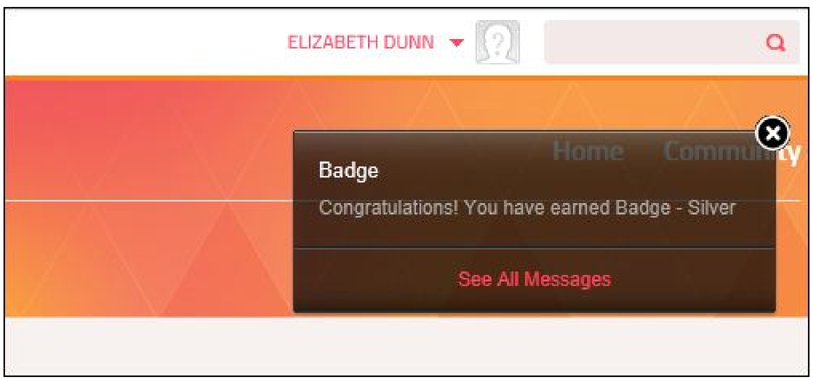
Badges can be viewed by clicking on the "How do I win badges?" link displayed on the My Profile section of your user profile.





A "Toast" notification informing the member that they have earned a new badge





A "Toast" notification informs the user that a new badge has been earned.

Participating In The Community

There are many ways for members to participate in the community. Many social networks will gain a following of highly active "core" members who visit the site frequently to keep up on new content and have discussions with other users. These community members will see themselves climb the Leaderboard, and be a boon to the community and the site. These members will want to author blogs, host events, share their ideas and earn badges.

Other members might not even register accounts, being satisfied with simply consuming the content available. This may include reading blogs, searching for answers to questions and browsing forum posts.

In the end, a social network relies on the efforts of the members to be successful. Members need to have the desire to participate, whether for intrinsic reasons or for badges and other rewards.

This section of the manual provides details of the different ways that members can participate in the community.

Activity Stream

The Activity Stream, located on the Home page and titled "Community", provides a centralized location site visitors and community members can quickly catch up on the latest community news and follow links to get more details. Community members can get involved in the latest happenings by liking and commenting on activities and by subscribing to multiple users, topics and content from a single page.

Filtering Activity Scores

Activities can be filtered to quickly see number of points that can be scored undertaking different activities on this site.

Permissions. Any site visitor who can view Activities can filter the results displayed.

1. To view Activities, go to your user profile and select the My Profile page. Then in the Points section, click on the How do I win points? link.
2. In the **Search Filter** text box, enter all or part of the activity name that you want to filter result by. This displays only the activities that include the text entered.

Search Filter: ans

Activity	Area of Site	Points
Accepted answer	Answers	3
Provided accepted answer	Answers	5
Provided answer	Answers	2
Provided answer up-voted	Answers	10
Up-voted answer	Answers	1

Showing 1-5 of 5 results

Tip: There are no points allocated for blog posts in the default setup because this activity is not available to most community members and if points were associated with this activity it would create an unequal opportunity for bloggers to earn points.

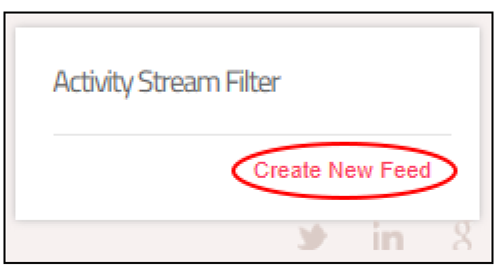
Activity Stream Filter

The Activity Stream Filter allows community members to create their own personalized custom activity streams. These custom streams appear on the Activity Stream Filter as links that display the matching activity stream results in the Activity Stream.

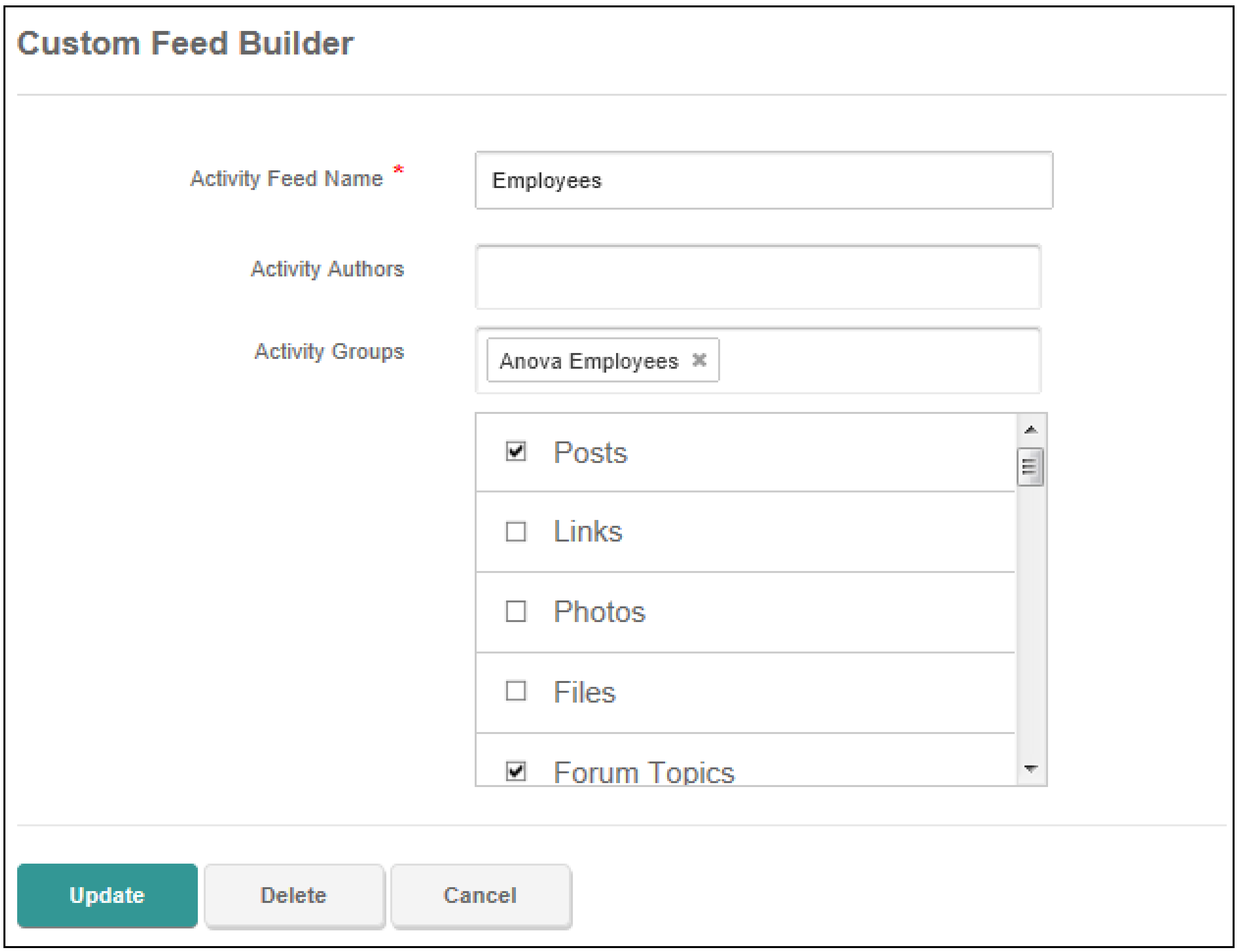
Adding an Activity Stream Filter

How to create a new activities stream filter. In the below example an activity stream is created that only displays posts and forum topics for Anova employees.

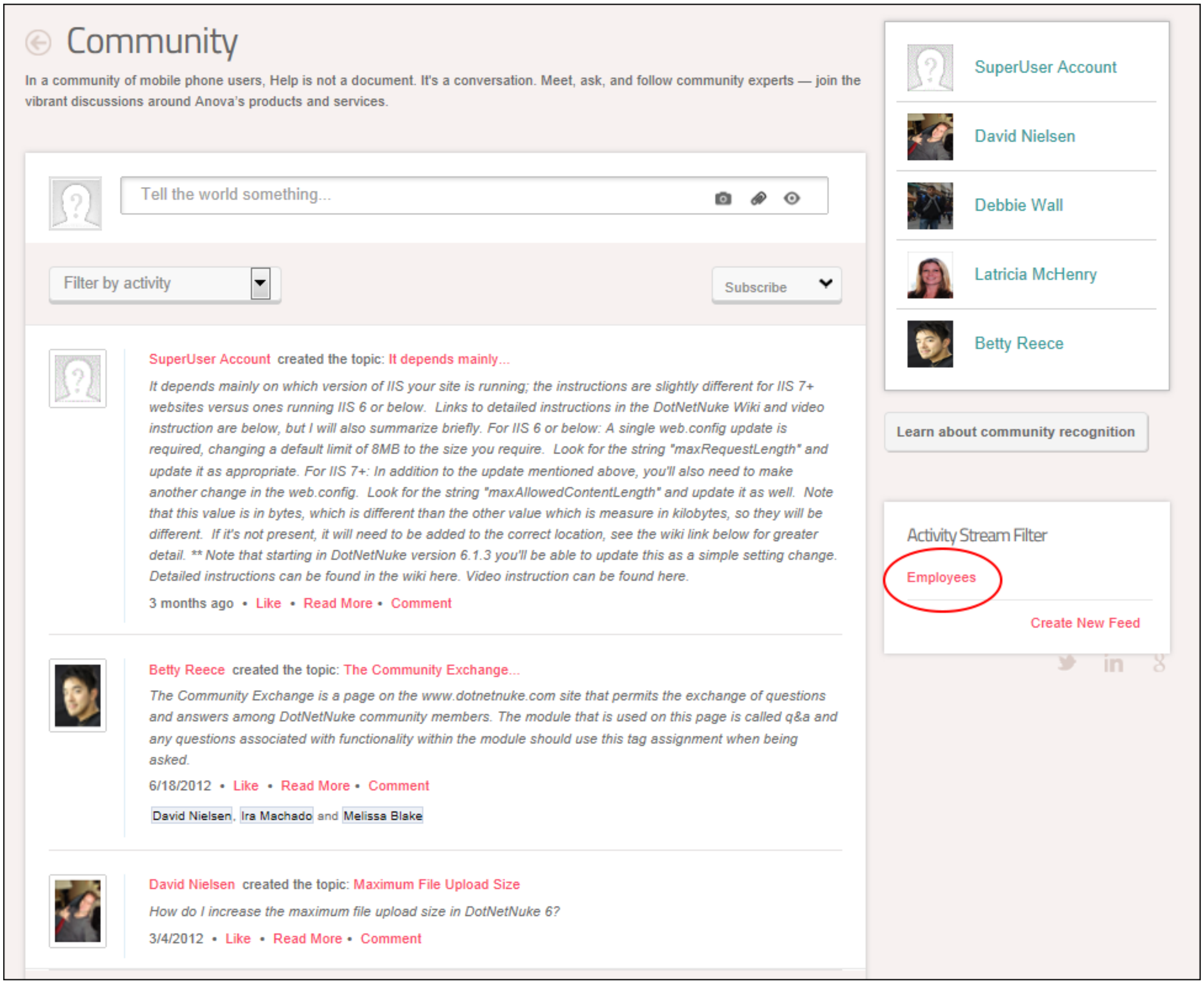
1. Go to your profile on your name above the menu and select "My Profile" and then select Friends.
2. Click the Create New Feed link. This will open the Custom Feed Builder page.



3. In the **Activity Feed Name** text box, enter a name for this feed as it will appear in the Activity Stream Filter. E.g. Employees.
4. **Optional.** In the **Activity Authors** text box, begin entering the display name of the community member that you want to include in this feed. Once the member is displayed, click on their name to select it. Repeat to add addition members. If no activities are selected then all activities will be included in the feed.
5. **Optional.** In the **Activity Groups** text box, begin entering the name of a group that you want to include in this feed. Once the required group name is displayed, click on the name to select it.
6. **Optional.** Check the check box beside each activity type to be included in this feed. If no activities are selected then all activities will be included in the feed.



7. Click the **Update** button.
8. **Optional.** Click on the new filter in the Activity Stream Filter to view the results in the Activity Stream.



Answers

Answers is the place where community members can look for answers to their questions and ask questions that they cannot find answers too. Often it will be quicker to look for answers to questions or to ask questions here than to contact the site administrators or support team because other community members who are on the site can respond quickly.

Knowledgeable community members or members of the site's support team can provide answers here. These answers will then be publicly available which can help to reduce repeated questions. Members who answer questions may receive points for relevant comments or correct answers.

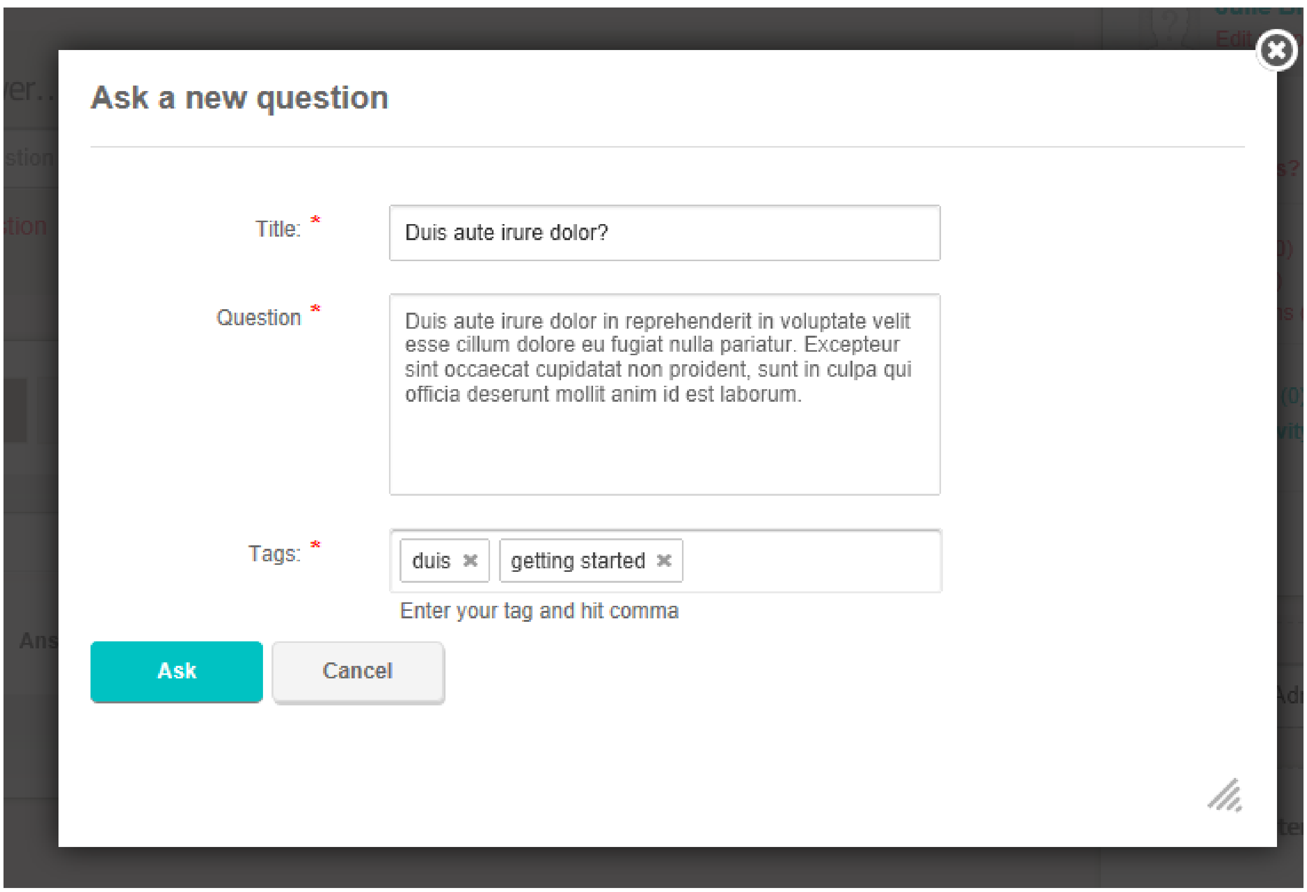
Community members can provide feedback by voting, adding comments, flagging or liking an answer.

Asking a Question

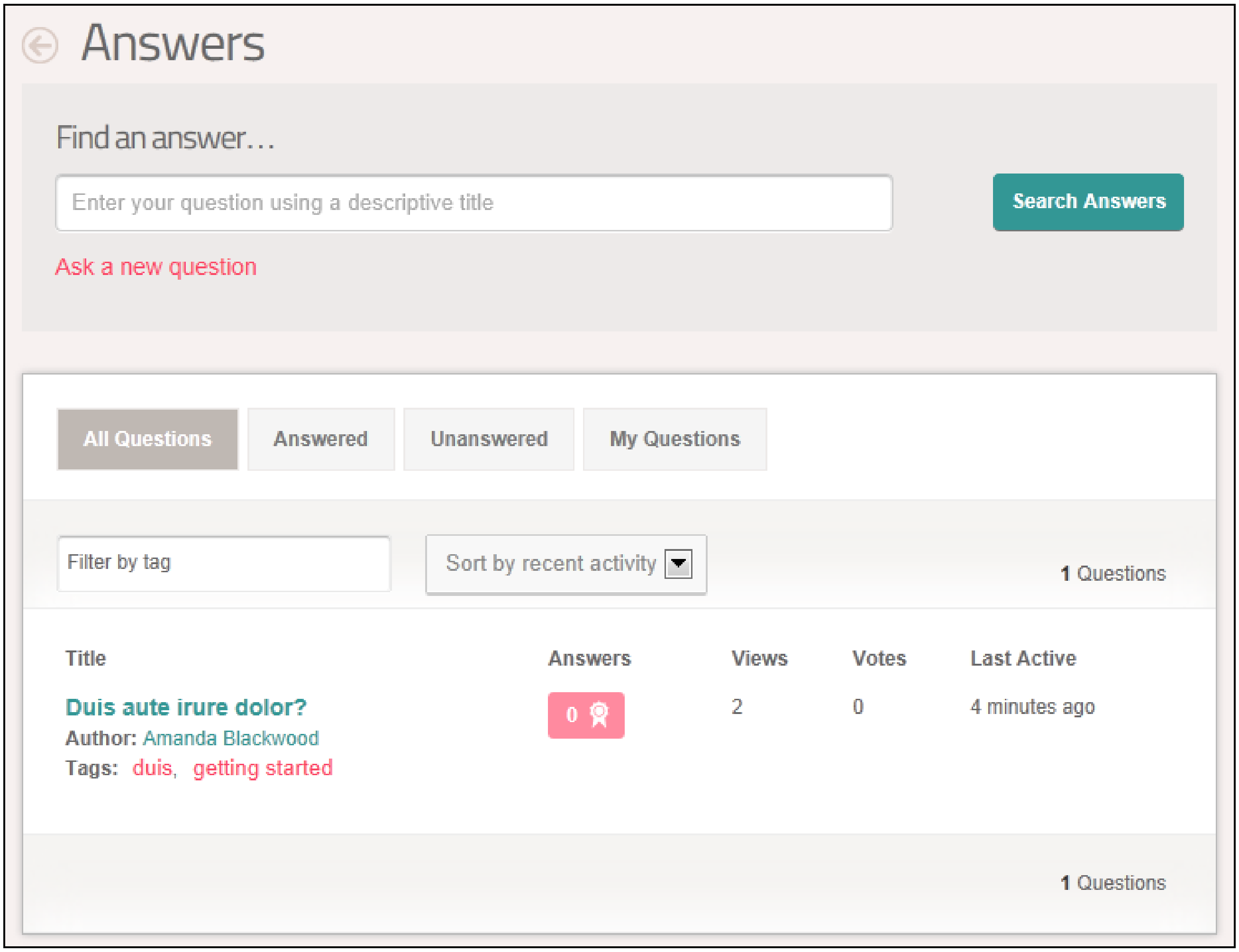
How to ask a question with an optional answer.

Permissions. Community members must be logged into the site.

1. Go to the Answers page.
2. Click the Ask a new question link.
3. In the **Title** text box, enter a simple title for your question.
4. In the **Question** text box, enter your question in full.
5. In the **Tags** text box, begin entering your tag to view a list of similar existing tags. If the required tag is displayed, click on the tag to select it. If the tag doesn't already exist, complete entering your tag, followed by a comma.
6. Repeat Step 4 to add additional tags.



7. Click the **Ask** button. The title of your question is now displayed on the Answers page.

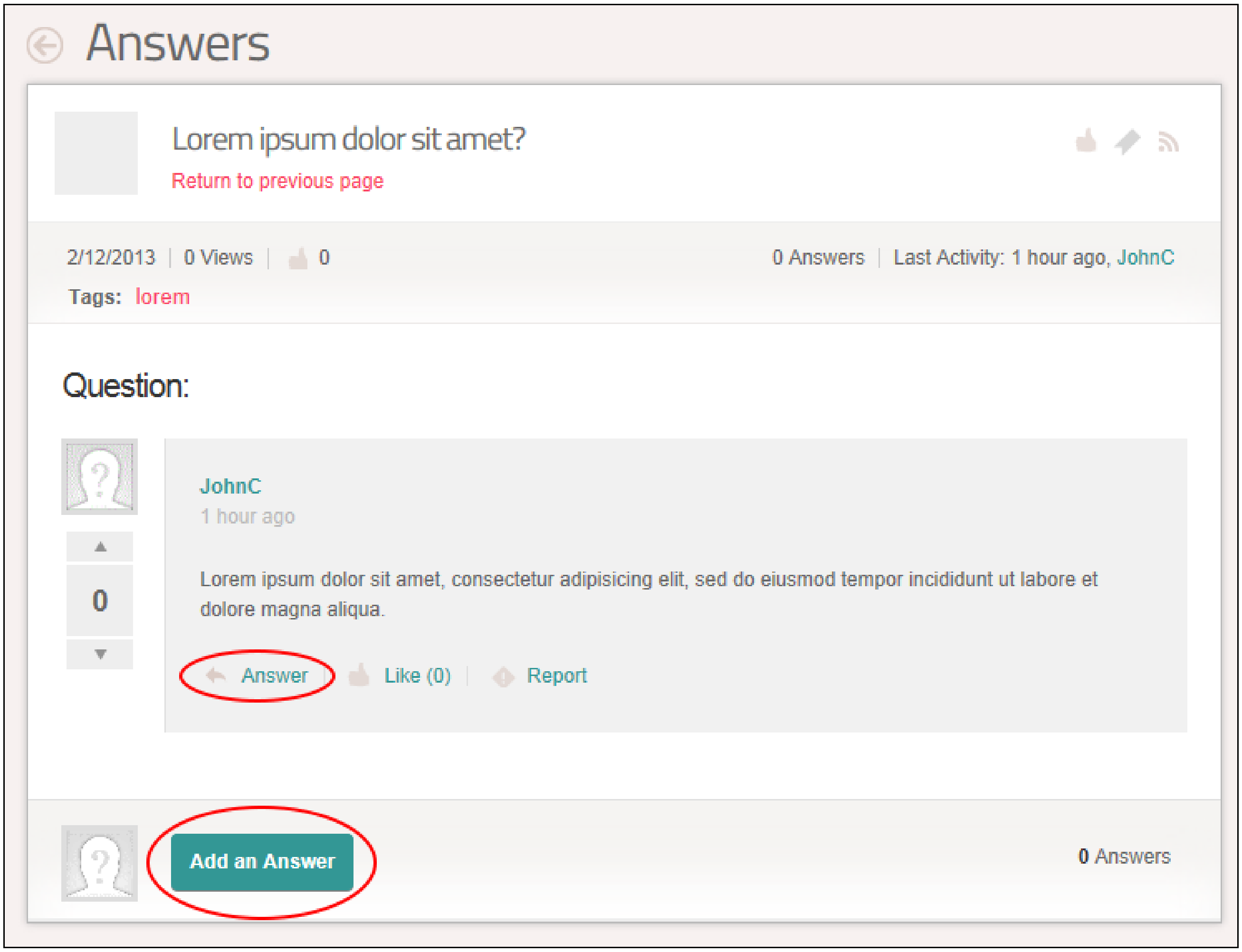


Answering a Question

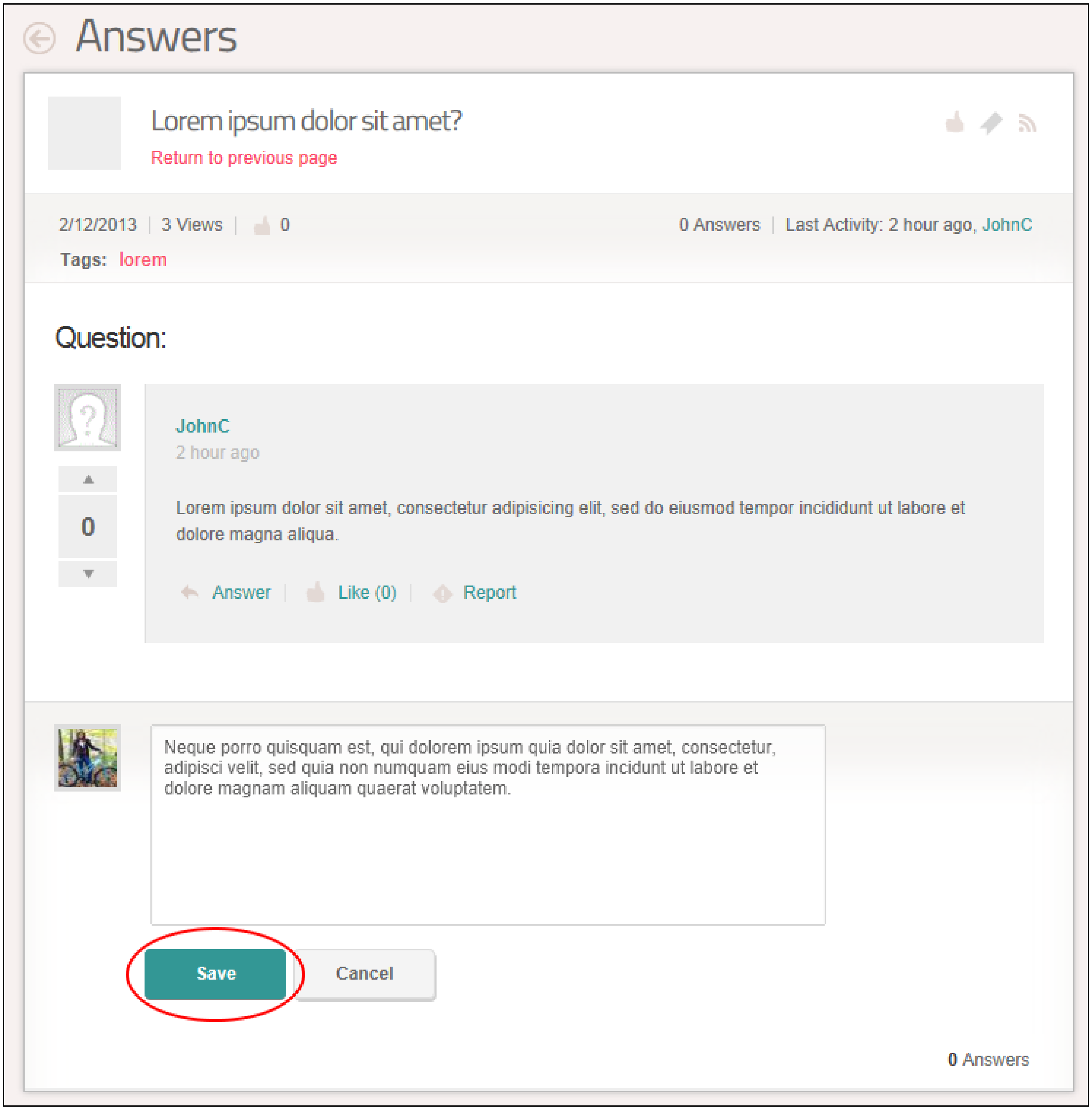
How to answer a question that has been added to the Answers page.

Permissions. Community members must be logged into the site.

1. Go to the Answers page.
2. Locate and open the required question. See "Finding an Answer" or See "Filtering Question and Answers"
3. Click either the **Answer** link or the **Add an Answer** button to open the answer text box.



4. Enter your answer into the text box.



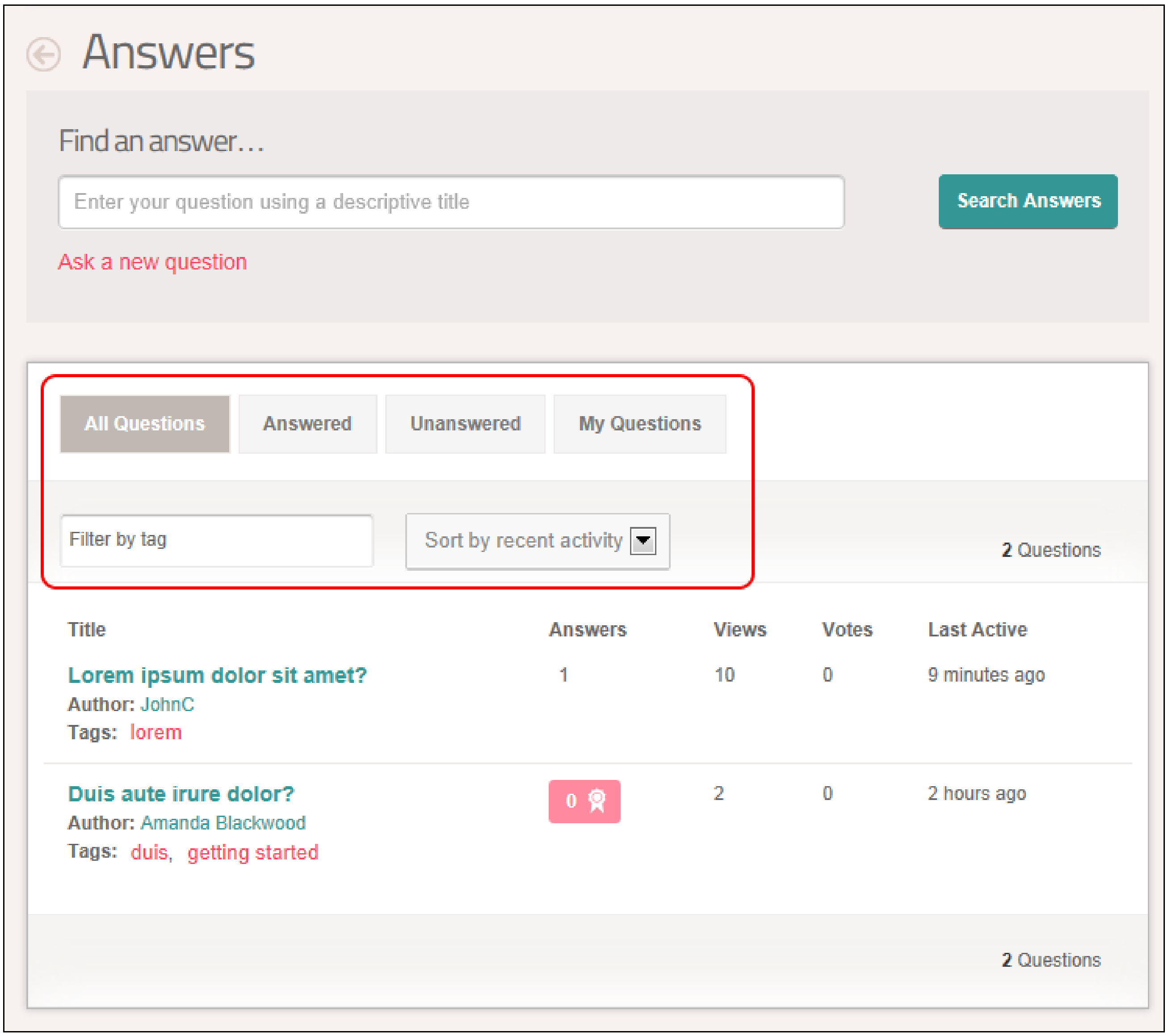
5. Click the **Save** button.

Filtering Question and Answers

How to filter the questions and answers that are displayed on the Answers page.

Permissions. Any site visitors.

1. Go to the Answers page.
2. Apply one or more of these filters:
   - Click one of the **All Questions**, **Answered**, **Unanswered** or **My Questions** buttons to view the matching questions.
   - In the **Filter by Tag** text box, enter the tag, followed by a comma to view matching questions.
3. **Optional.** To sort results, select one of the following options from the drop down box: **Sort by most votes**, **Sort by most answers**, **Sort by recent activity**, **Sort by Views**, **Sort by Title**.



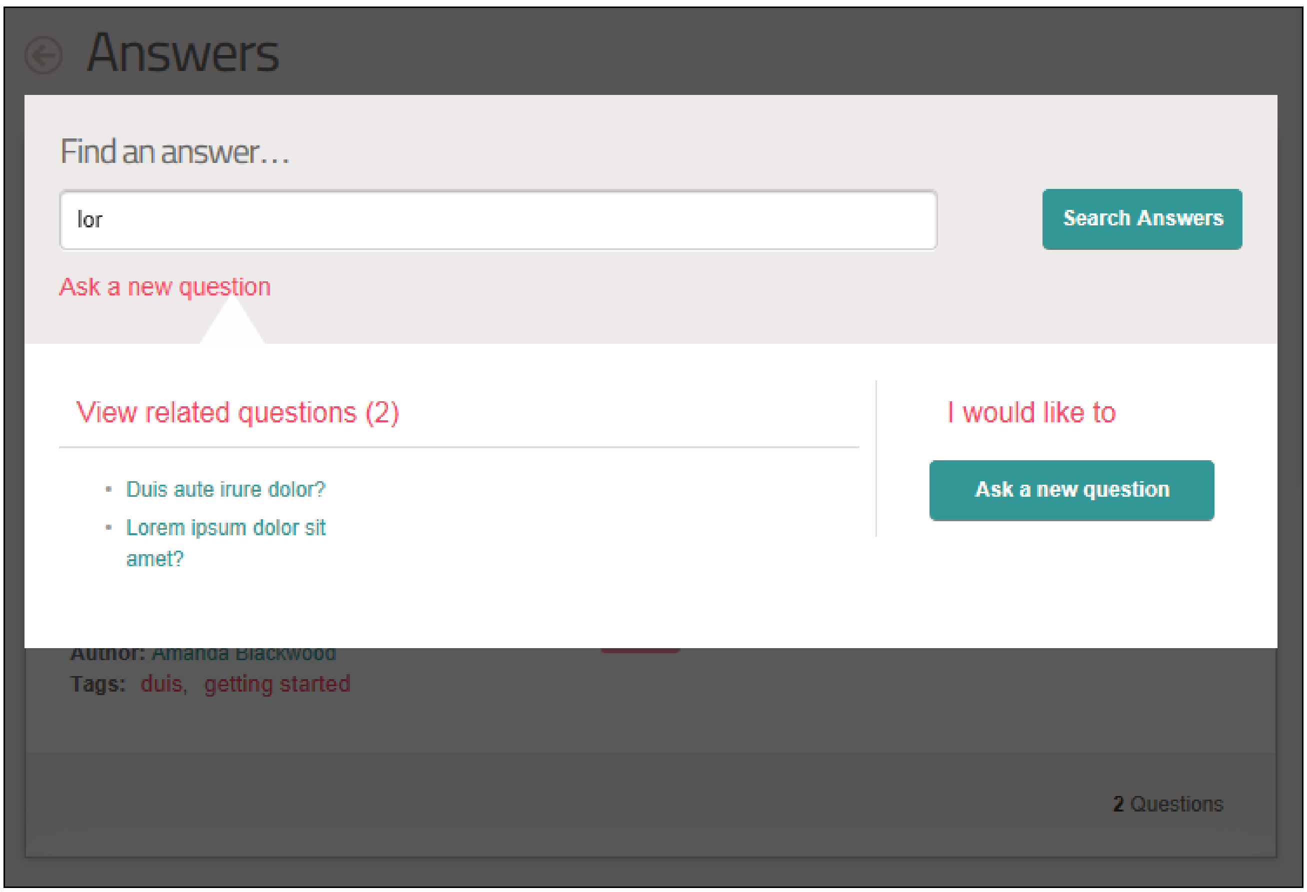
Finding an Answer

How to search for answers to your questions.

Permissions. Community members must be logged into the site.

1. Go to the Answers page.
2. In the **Find an answer** text box, begin entering a descriptive title of the answer you are looking for. All matching results will be displayed in the View Related Questions section below.
3. Click on question title to view a question in full or, if there are no relevant questions, add a new question. See "Asking a Question"

Tip: Click the **Search Answers** button open or close the Find An Answer popup window.



Providing Feedback

There are a number of ways to provide feedback on a question or an answer.

To get started:

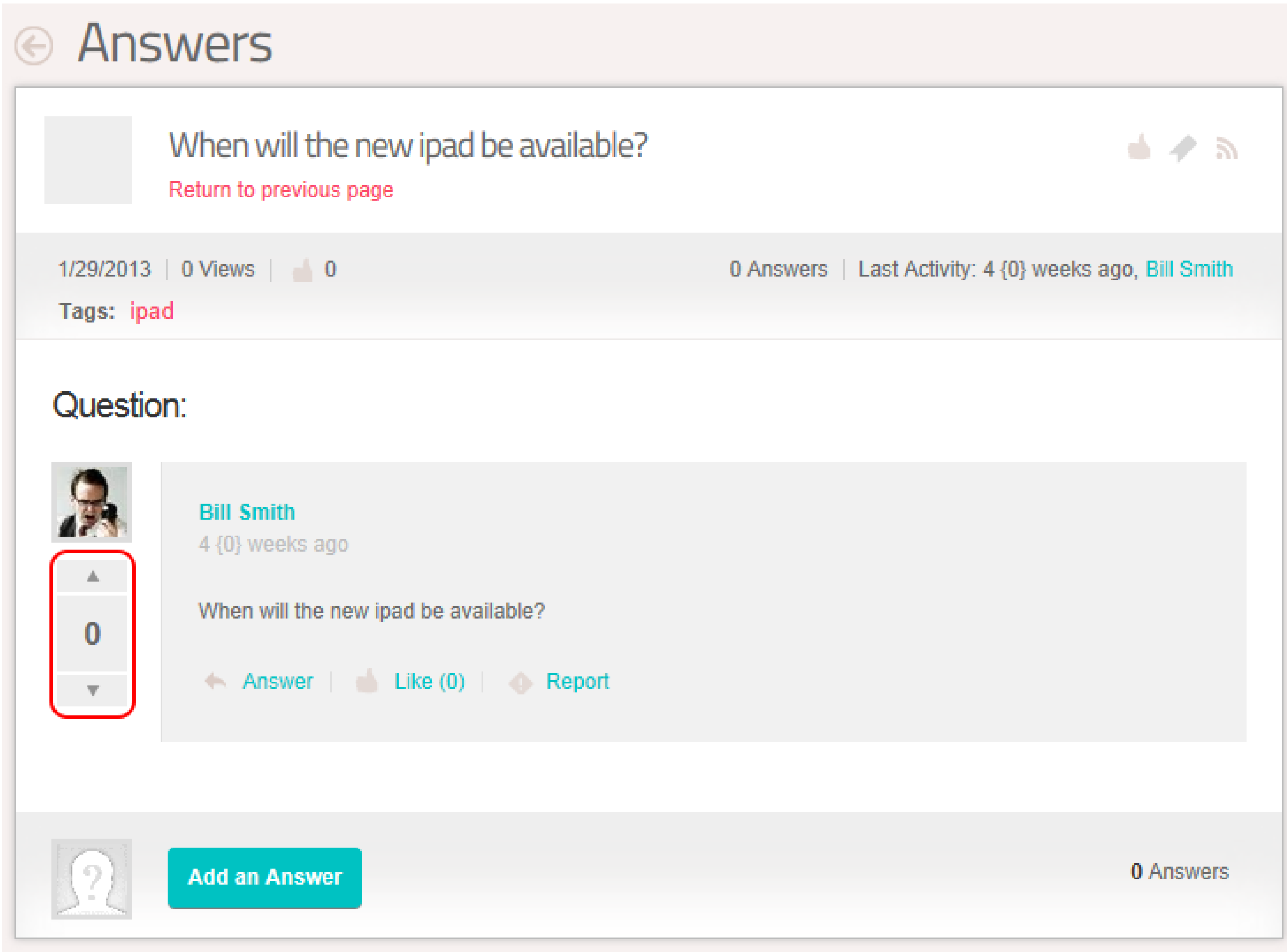
1. Go to the Answers page.
2. Locate the required question. See "Filtering Question and Answers" or See "Finding an Answer"
3. Click on the linked question title to view full details for this question. You can now provide feedback in the following ways:

Up-voting or Down-voting a Question

Community members can up-vote or down-vote each question. Up-voting is your way of telling other members that you believe the question "shows research effort; is useful and clear" and down-voting tells them you believe it "does not show research effort; is a duplicate or is unclear". Only one up-vote or down-vote can be added to a question and your vote will be added to the total number of votes for the question.

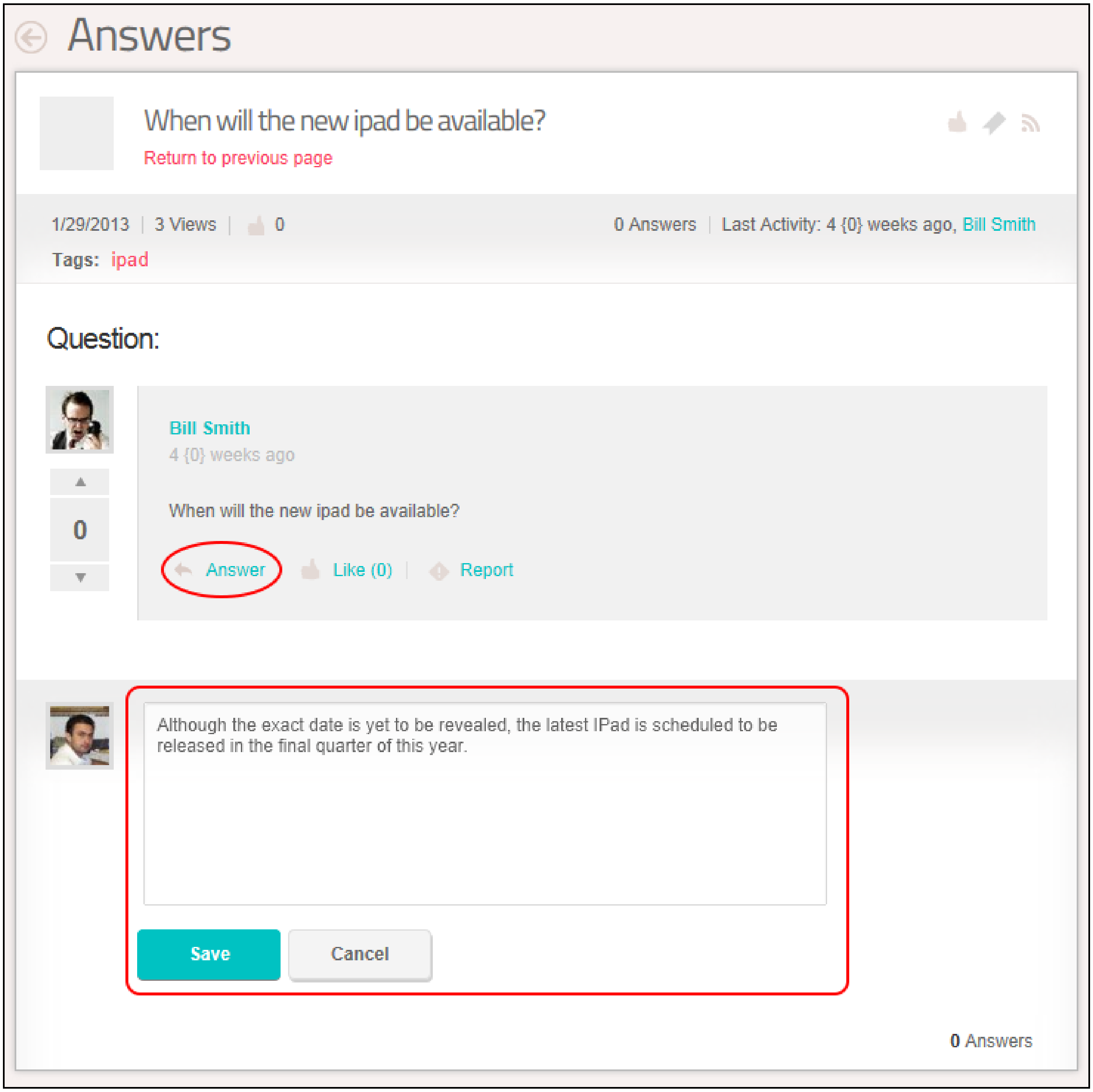
Permissions. Community members must be logged into the site to vote, however they cannot vote on their own questions or answers. The Host account created during installation has not been granted any votes.

- Click the **Up** button to up-vote (1) the question or to remove (0) your up-vote.
- Click the **Down** button to down-vote this question (-1) or to remove your down-vote (0).



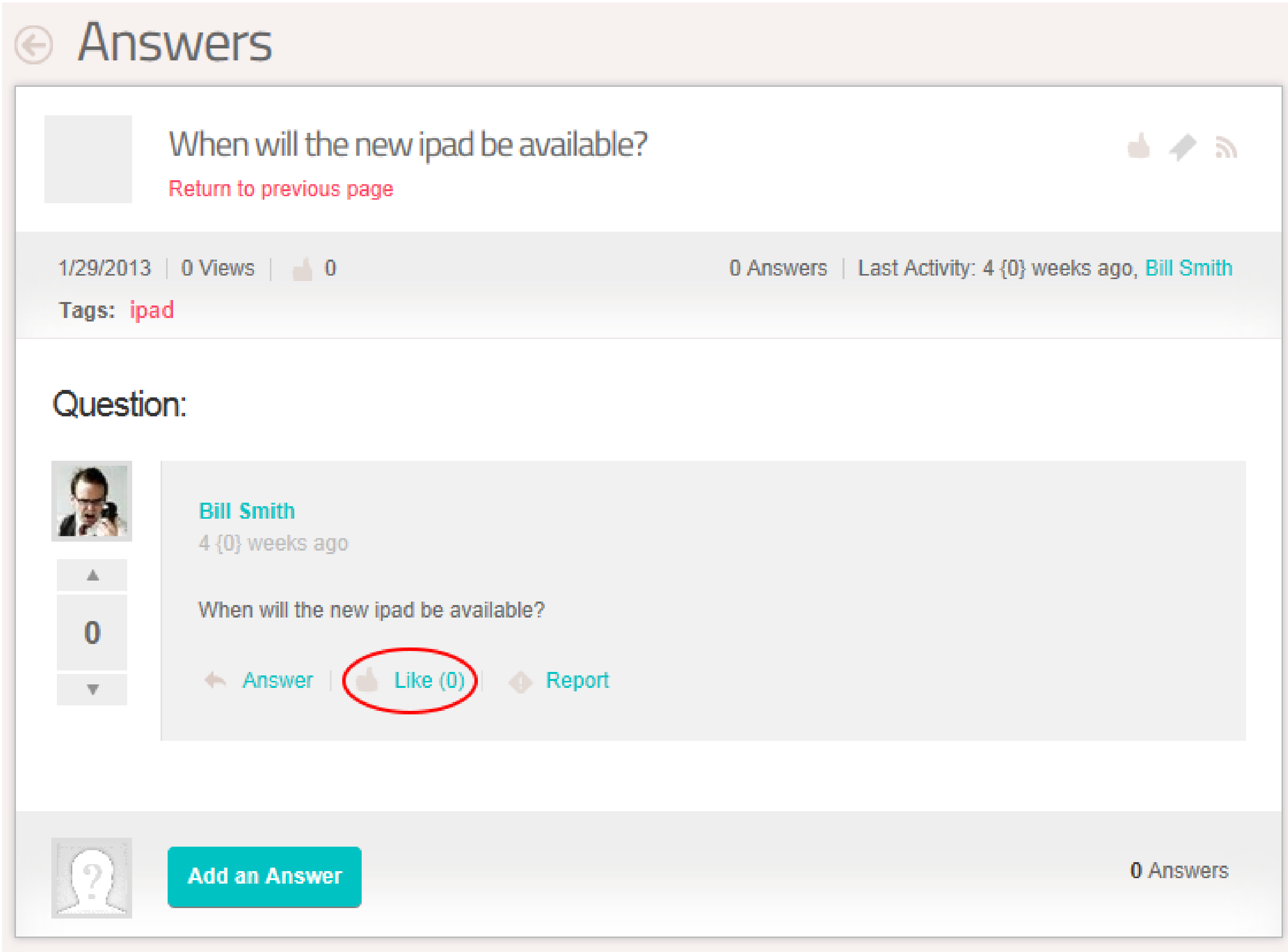
Answering a Question

Click either the **Answer** or **Add an Answer** button to display a text box below the question where you can enter your answer and then click the **Save** button to save your answer. See "Answering a Question"

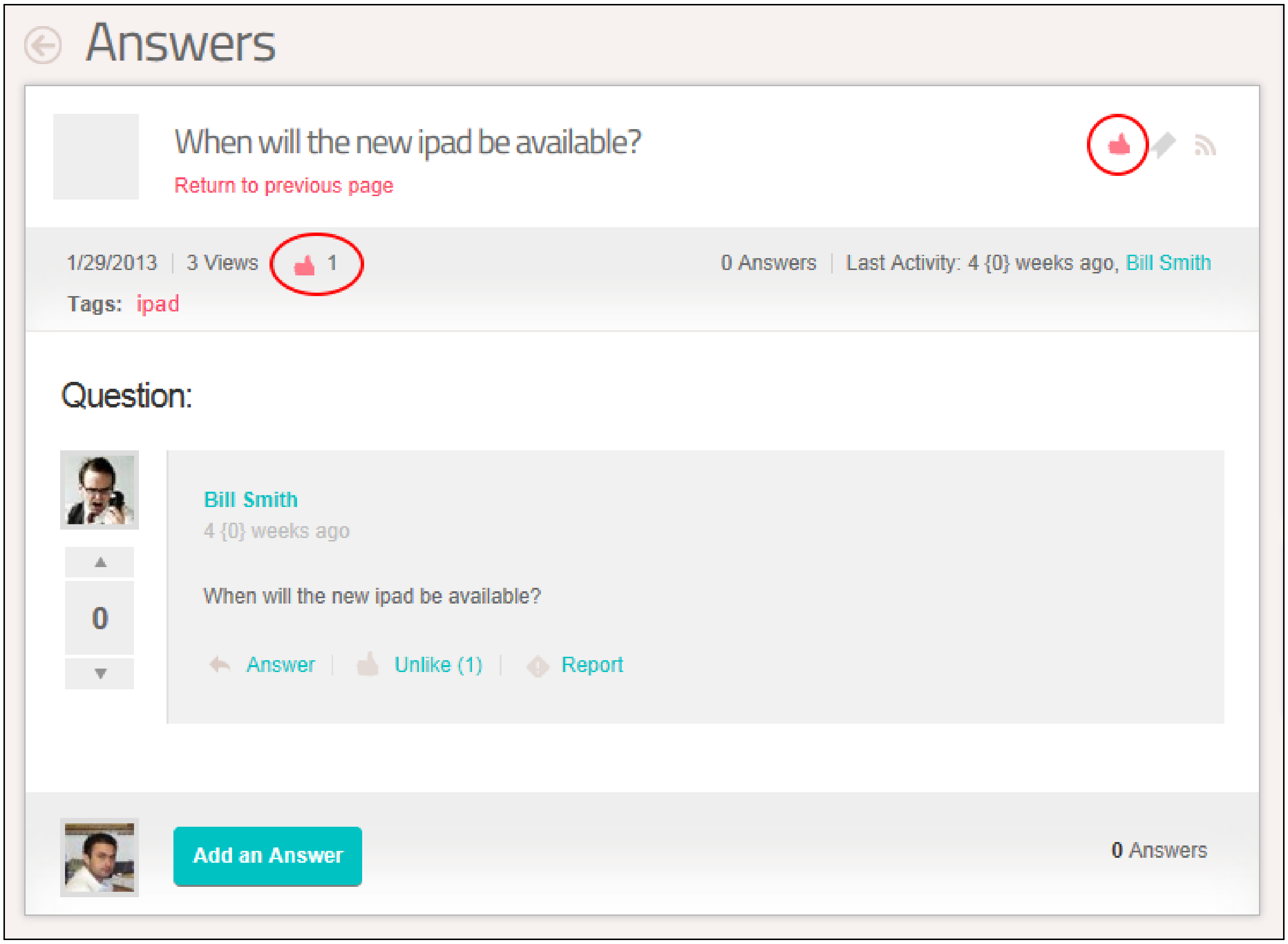


Liking or Unliking a Question

Click the **Like** button to like this question - or - Click the **Unlike** button to remove your like.



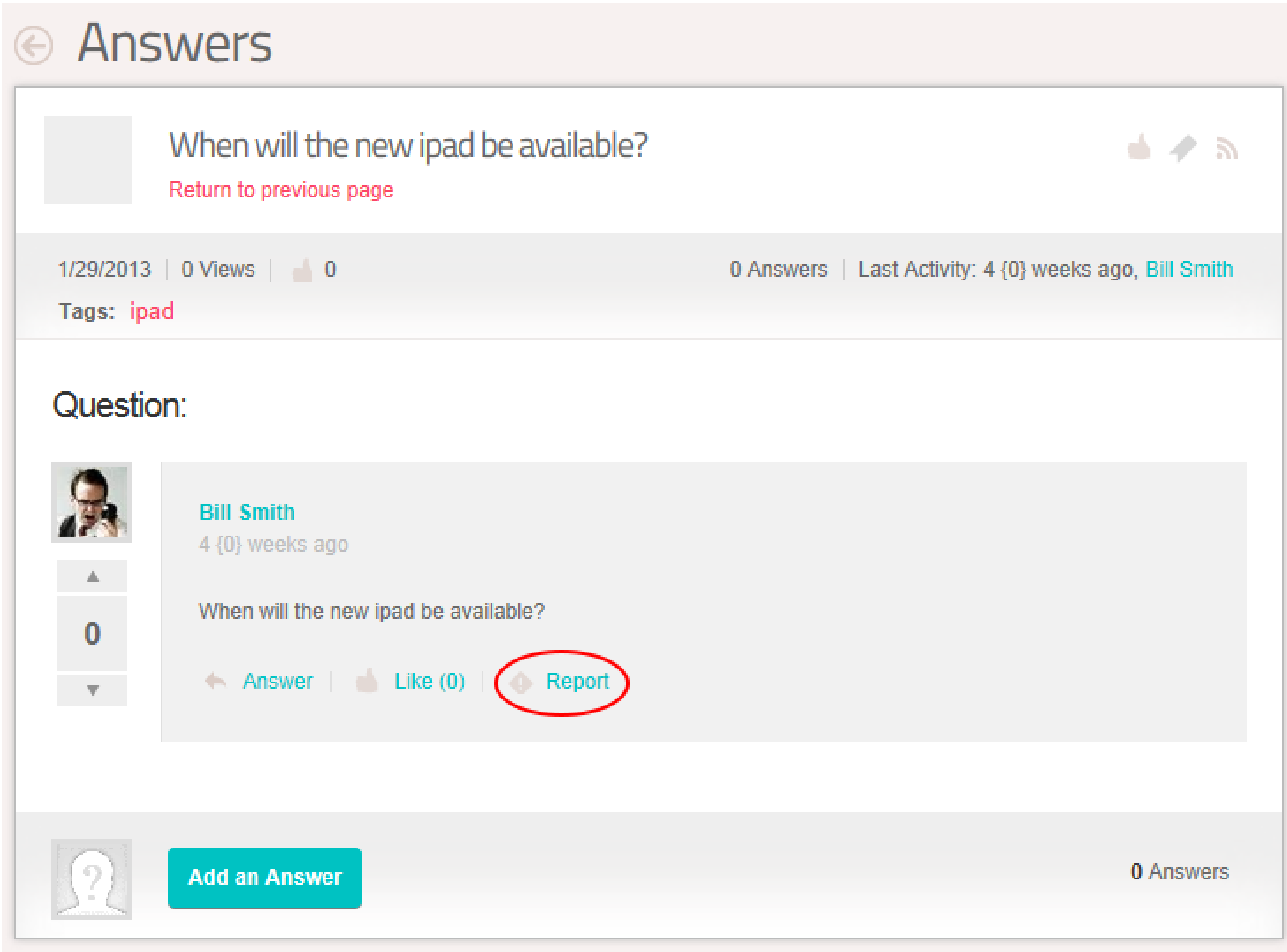
This adds your like to the tally of any existing likes and displays the total number of Likes at the top of this page.



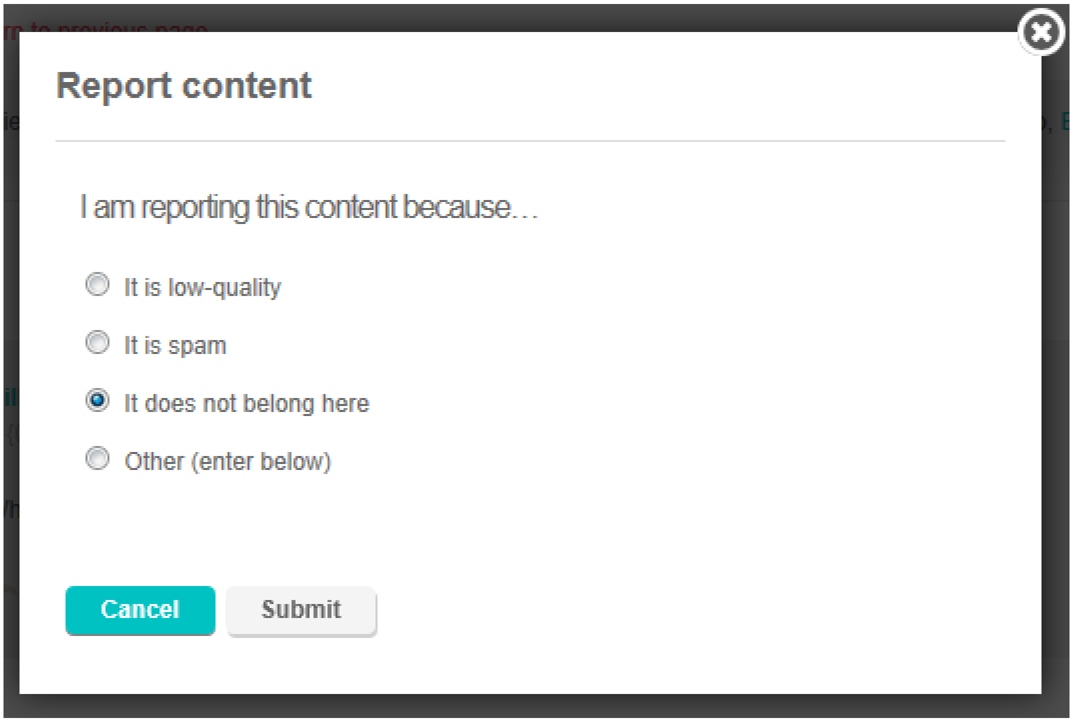
Reporting a Question

Community members can report inappropriate content. Once content has been reported, a community manager will receive a notification that allows them to view the reported content and then either delete the post or dismiss the notification and take no further action. Once a question is reported, community managers can visit the page and edit the reported post or choose to delete the post.

1. Click the **Report** button to report this question.



2. Select the reason for reporting this content from these options:
    - **It is low-quality**
    - **It is spam**
    - **It does not belong here**
    - **Other (enter below)** if this option is selected, enter the reason in the text box below.
3. Click the **Submit** button.



Blogs

Blogs, located on the News page, is the place where community members can go to read information that administrators want to share. Only administrators are permitted to create a blog in the typical DNN Social setup, however other community members may be permitted to participate in group blogs, can be a ghost writer on the personal blogs, or have a personal blogs for them.

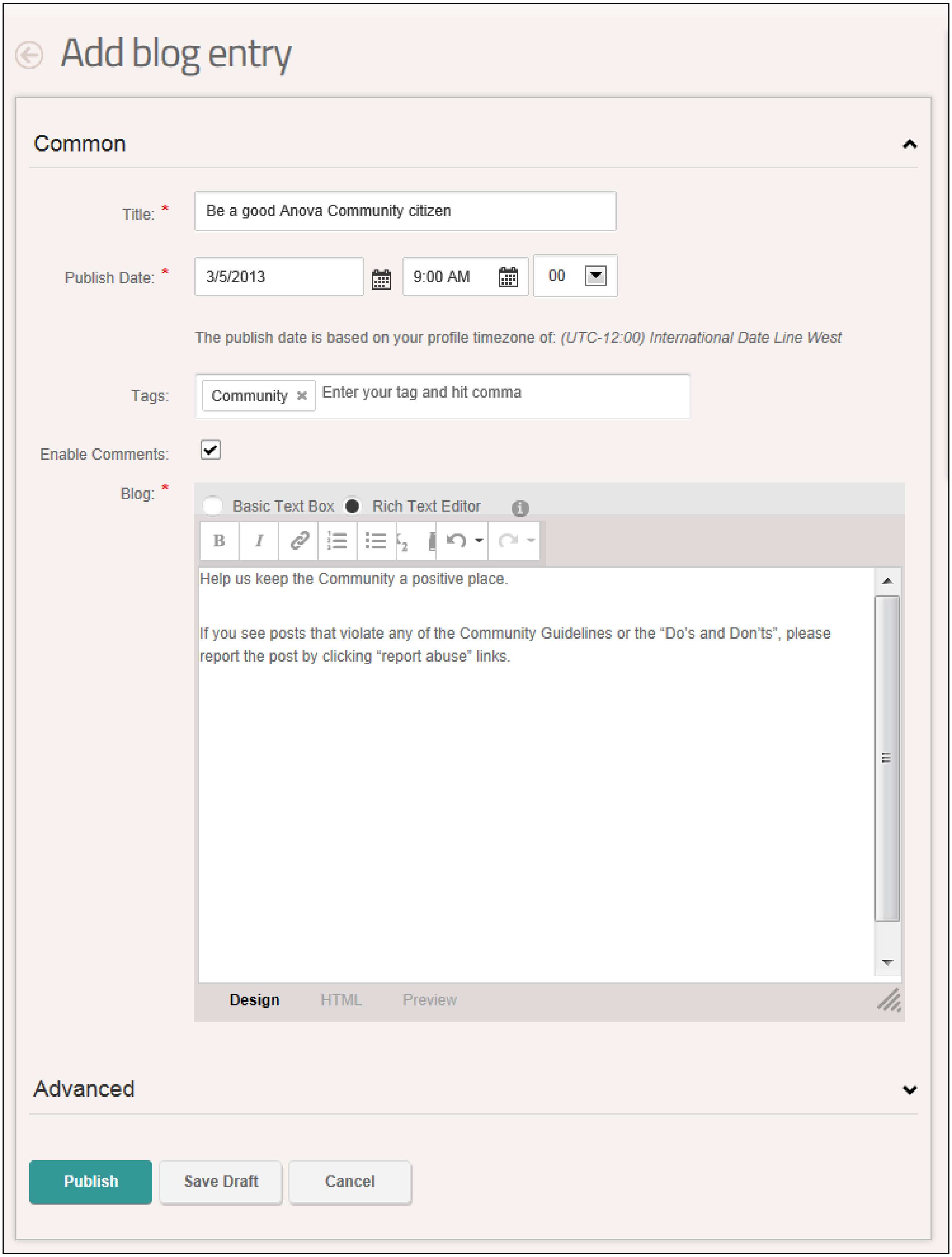
Adding a New Blog Post

How to add a new blog post.

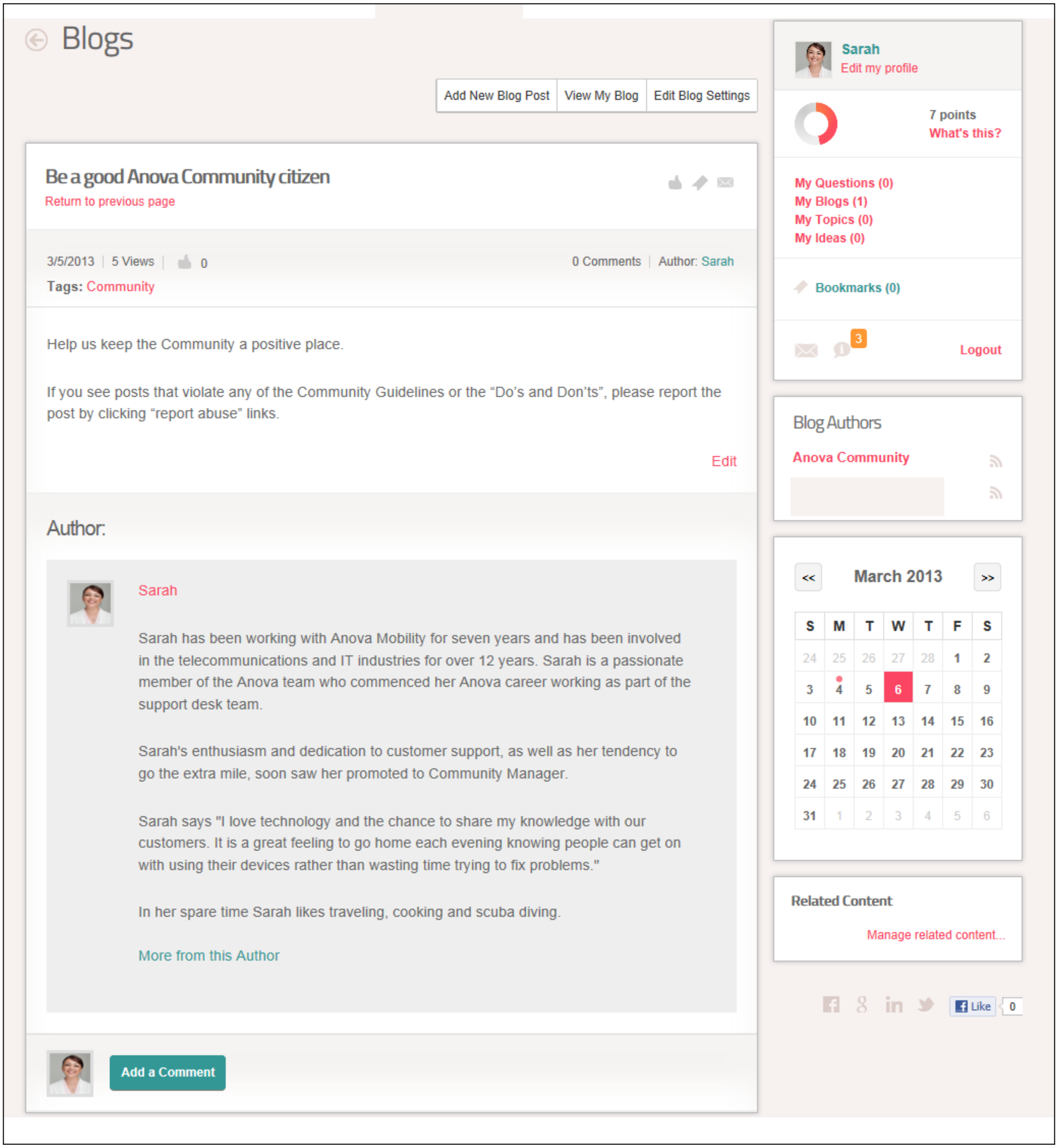
Prerequisite. You must be authorized to add blog entries as a ghost writer or to a group blog. See "Modifying User Permissions for Blogs" Alternatively, you must have created your own personal blog. See "Creating a New Blog"

1. Go to the News page.
2. Go to list of Blogs and click on the name of the blog you want to add a blog post to.

3. Click the **Add New Blog Post** button displayed at the top of the page.
4. In the **Title** text box, enter a title for this blog post.
5. At **Publish Date** the current date and time according to your profile are displayed.
6. In the **Blog** Editor, enter your blog post either into the Rich Text Editor (the default setting) or the Basic Text Box by selecting an option using the radio buttons displayed on top of the Editor window. The Rich Text Editor displays a streamlined toolbar with only seven (7) tools, some which can be applied using keyboard strokes. The tools are: Bold (Ctrl + B), Italics (Ctrl + I), Hyperlink Manager (Ctrl + K), Numbered list, Bullet list, Undo (Ctrl + Z) and redo last action (Ctrl + Y). Simply HTML formatting such as heading, bold and italics can be added to the Basic Text Box
7. **Optional.** In the **Tags** text box, enter one or more tags separated by a comma. This field uses auto-complete which allows you to begin entering a tag and if all or part of the word being entered already exists as a tag, then buttons with matching tag names will appear to the right of the text box enabling you to choose from those existing tags.
8. At **Enable Comments**, check the check box to allow community members to comment on this post - OR - uncheck the check box to remove commenting from this post. Note: This field is only displayed if comments have been enabled for this blog. See "Editing Blog Settings"
9. **Optional.** Expand the **Advanced** section and enter a summary of the blog entry into the **Summary** Editor/text box. Adding a summary allows you to customize the introductory text that will appear on the blog listing page and also in the Activity Stream. If the summary field is left empty a summary using will automatically be created using the beginning of the post.


Add blog entry
Common
Title: *
Be a good Anova Community citizen
Publish Date: *
3/5/2013
9:00 AM
00
The publish date is based on your profile timezone of: (UTC-12:00) International Date Line West
Tags:
Community
Enter your tag and hit comma
Enable Comments:
Blog: *
Basic Text Box
Rich Text Editor
B
I
Help us keep the Community a positive place.
If you see posts that violate any of the Community Guidelines or the "Do's and Don'ts", please report the post by clicking "report abuse" links.
Design
HTML
Preview
Advanced
Publish
Save Draft
Cancel

10. Choose to publish this post now or later:
    - Click the **Save Draft** button to save a draft of this entry for publication at a later stage. This displays the message "This will save your changes and take the post offline. Other users will not be able to see it any longer. Do you wish to continue?"
        - Click the **Yes** button to confirm. This will display the post on this page, however only you can view it. You can return to edit and publish this post at any time.
    - Click the **Publish** button to publish this entry now. Published entries will be displayed when the publish date and time is reached.



Deleting a Blog Post

How to delete a blog post.

Permissions. Community members can delete posts from their personal blog; they can delete their own posts from blogs that they are ghost writers for; and they can delete their own posts from group blogs that they are authorized to blog in. See "Modifying User Permissions for Blogs" See "Creating a New Blog"

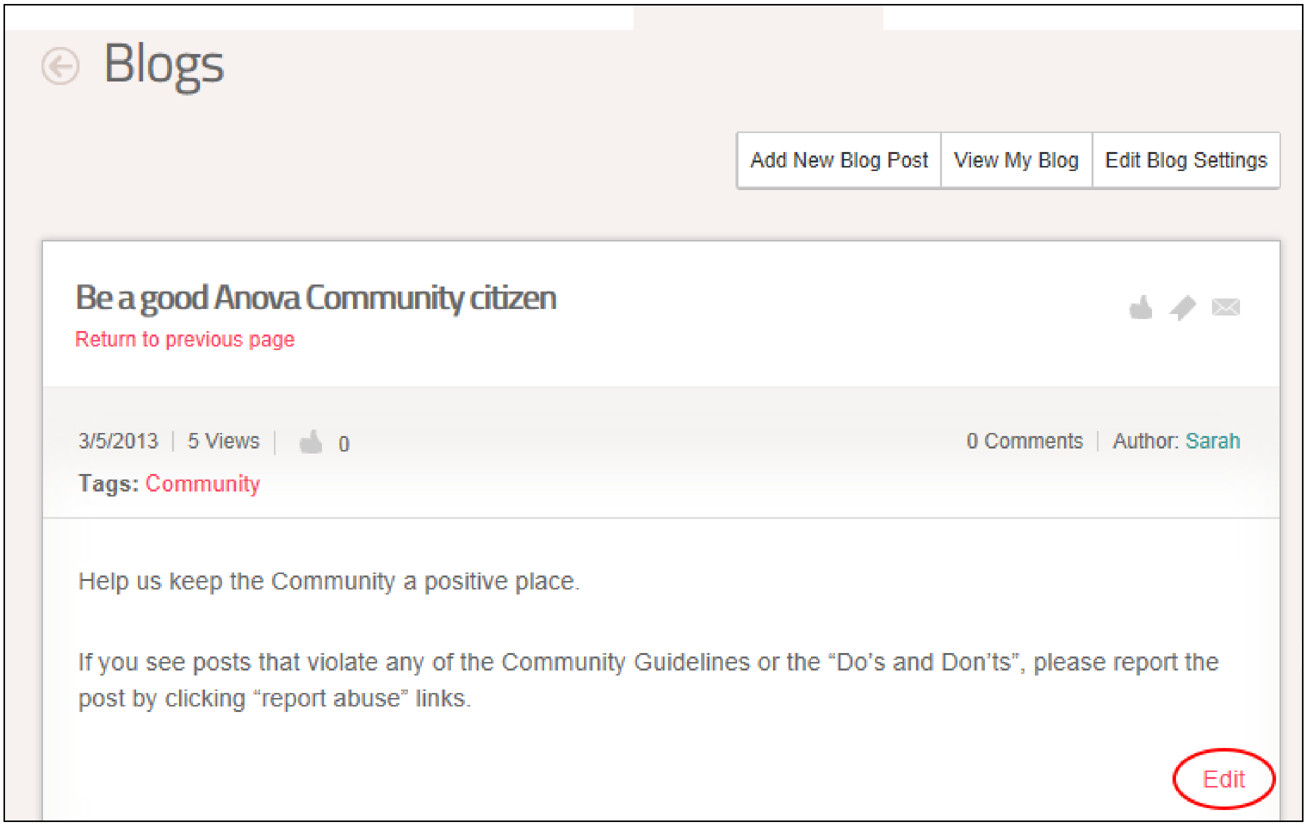
1. Go to the News page.
2. Locate the required post. See "Viewing Blog Posts"
3. Locate the required post and click on the blog title to view the full post.
4. Click the Edit link displayed at the bottom right corner of the post.
5. Click the **Delete** button located at the base of the page. This displays the message "Are You Sure You Wish To Delete This Item?"
6. Click the **Yes** button to confirm.

Editing a Blog Post

How to edit a blog post.

Permissions. You must be authorized to add blog entries as a ghost writer or to a group blog. See "Modifying User Permissions for Blogs" Alternatively, you must have created your own personal blog. See "Creating a New Blog"

1. Go to the News page.
2. Locate the required post. See "Viewing Blog Posts"
3. Click on the blog title to view the full post.
4. Click the Edit link displayed at the bottom right corner of the post.



5. Edit one or more fields as required and then either publish or save a draft of the post. See "Adding a New Blog Post" for more details.
6. Choose to publish this post now or later:
    - Click the **Save Draft** button to save a draft of this entry for publication at a later stage. This displays the message "This will save your changes and take the post offline. Other users will not be able to see it any longer. Do you wish to continue?"
        - Click the **Yes** button to confirm. This will display the post in the Blogs, however only you can view it. You can return to edit and eventually publish this post at any time.
    - Click the **Publish** button to publish this entry now. Published entries will be displayed when the publish date and time is reached.

Interacting with Blogs and Blog Posts

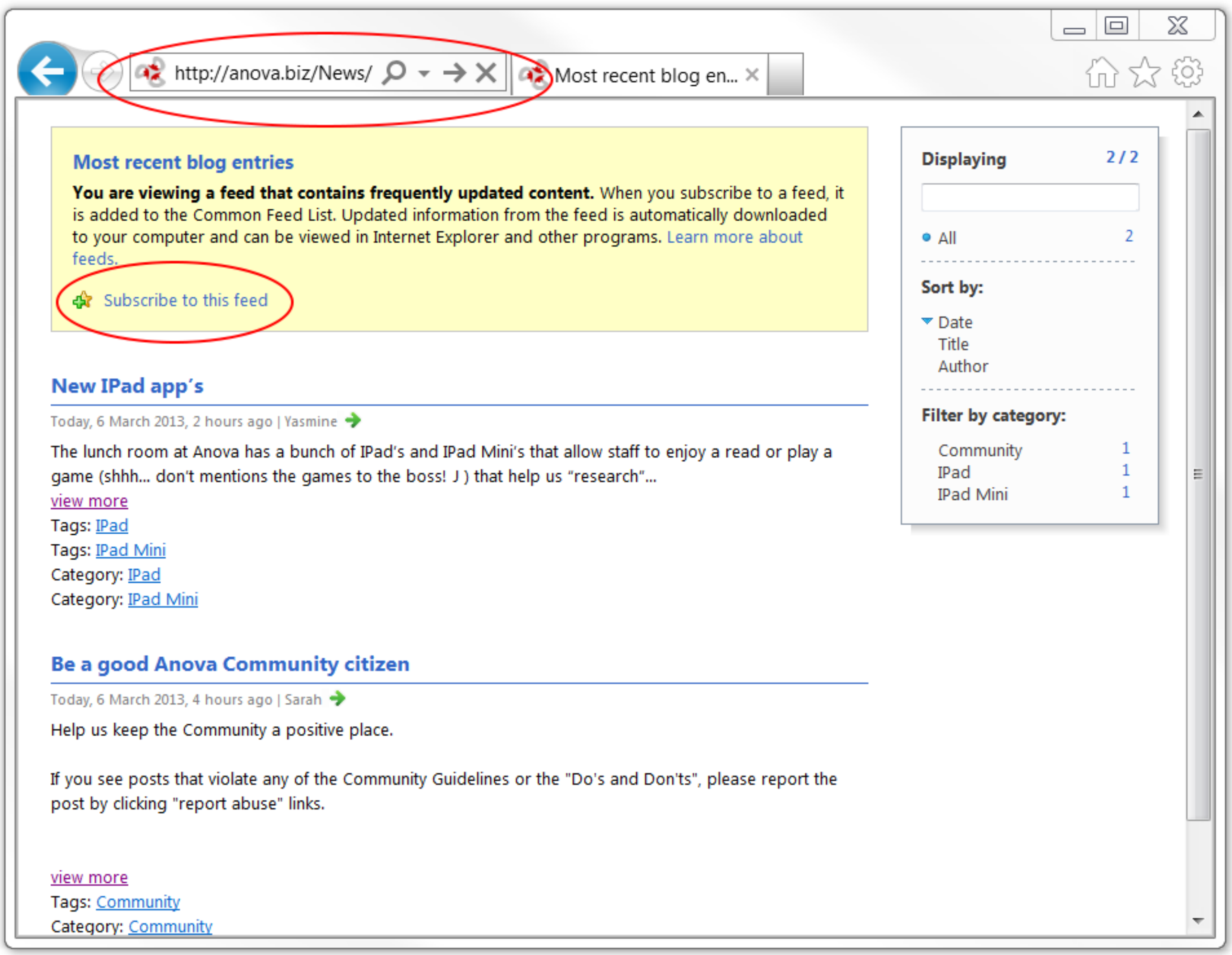
Here are the various ways you can interact with Blogs and provide feedback to blog posts.

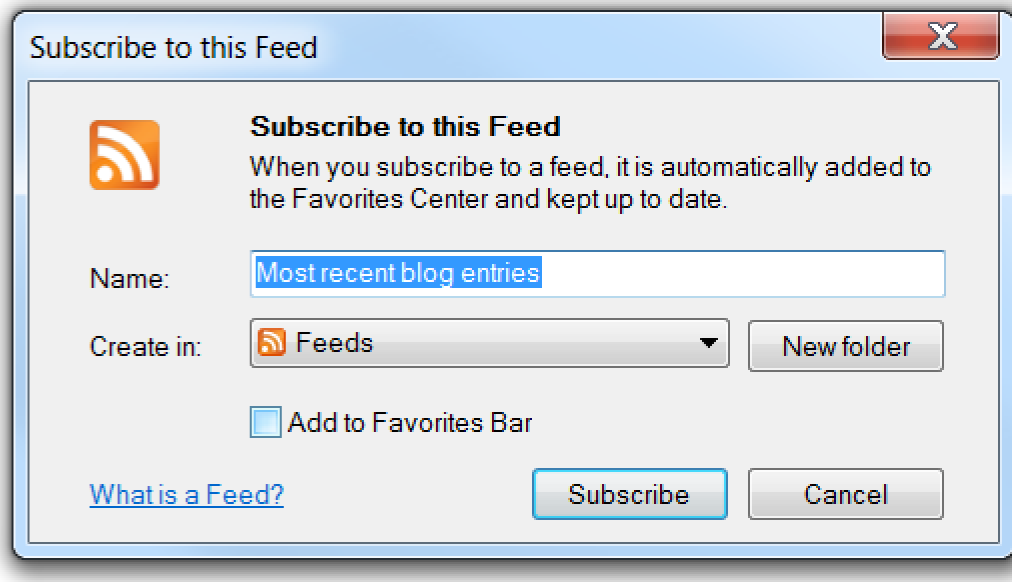
Syndicating a Blog

You can subscribe to a syndicate feed for any blog that allows syndication by clicking on the **Syndication** button beside a Blog name in the Blog list sections.

You can now do one of the following:

- Copy the URL from the Address bar of your Web browser and use as required
- Click the Subscribe to this feed link and complete the **Subscribe to this Feed** dialog box.





Liking or Unliking a Post

You can like or unlike a post on either the blog summary or blog detail page.

- Click the **Like This** img src="../../../Resources/Images/DNNSocial/Icons/Like.png" /> button to like a post. This adds your like to the total number of likes for this post.
- Click the **Unlike This** button to remove your like.

Bookmarking a Post

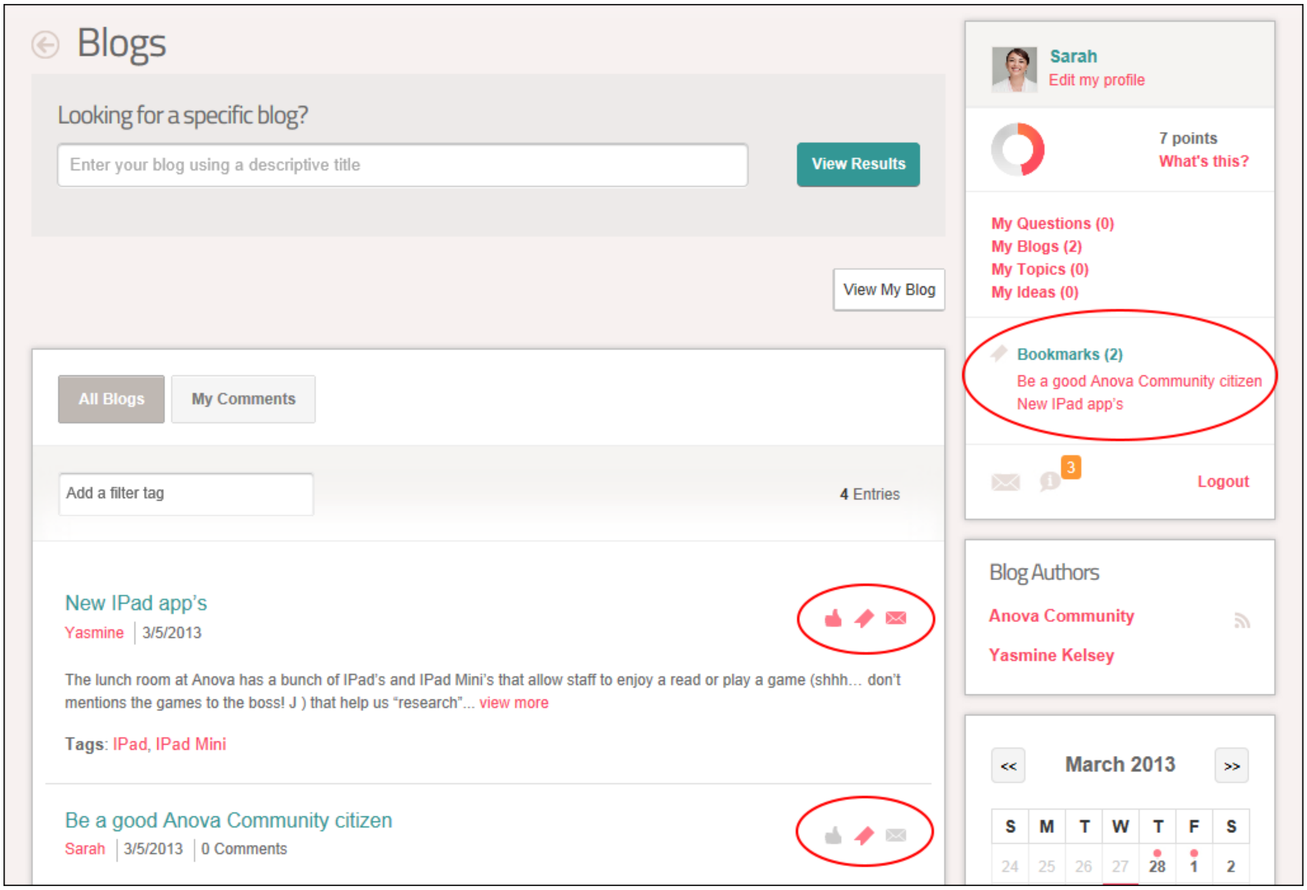
You can bookmark or remove a bookmark from a post on either the blog summary or blog detail page.

- Click the **Bookmark This** button to like a post. This adds the title of this post to your Bookmarks list on the My Status summary displayed on all site pages in the default setup.
- Click the **Remove Bookmark** button to remove this bookmark.

Subscribing to a Post

You can subscribe or unsubscribe to a post on either the blog summary or blog detail page.

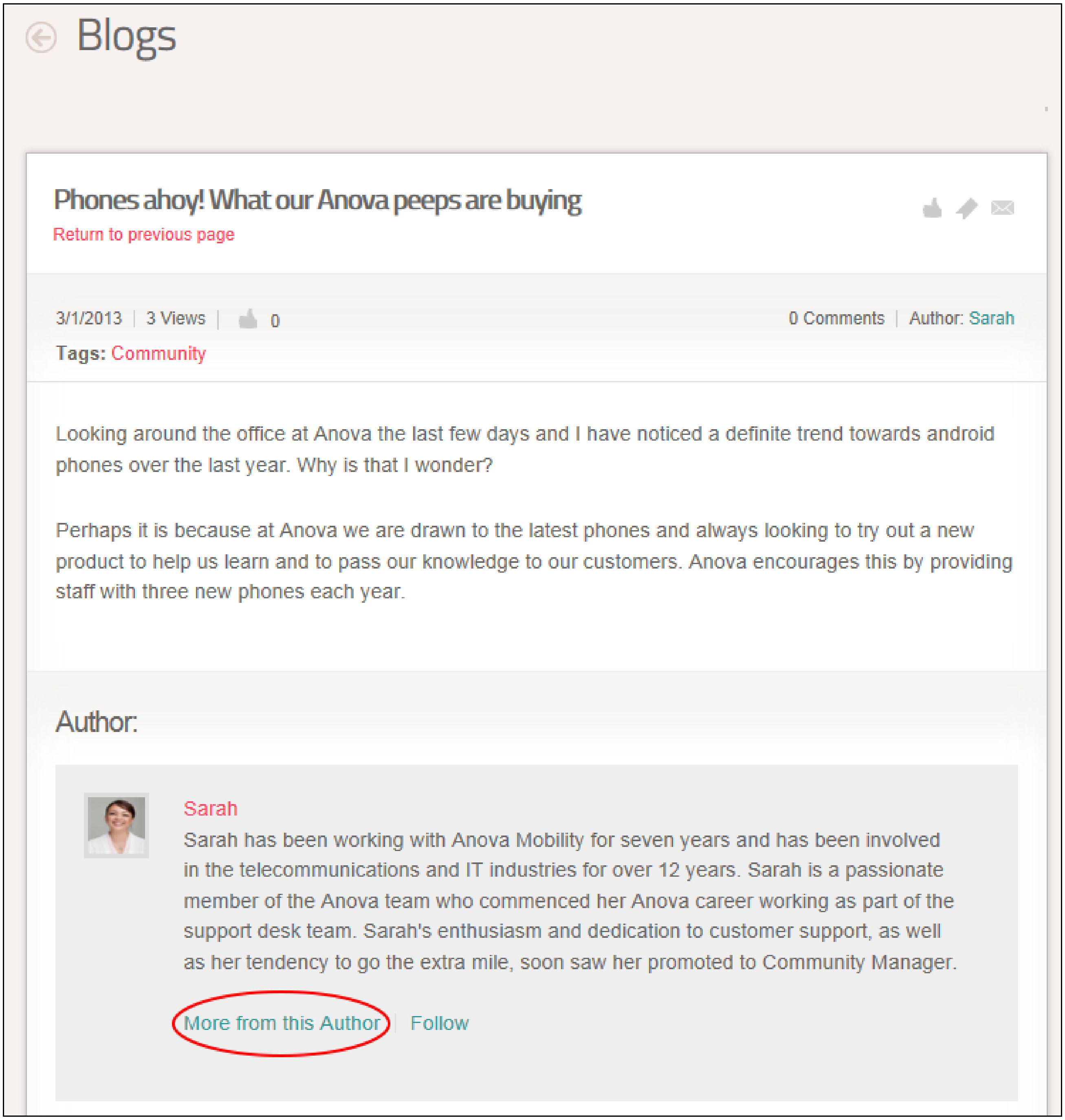
- Click the **Subscribe To This** button to subscribe to a post.
- Click the **Unsubscribe** button to remove subscription.



These additional options are available when you are viewing the post in full.

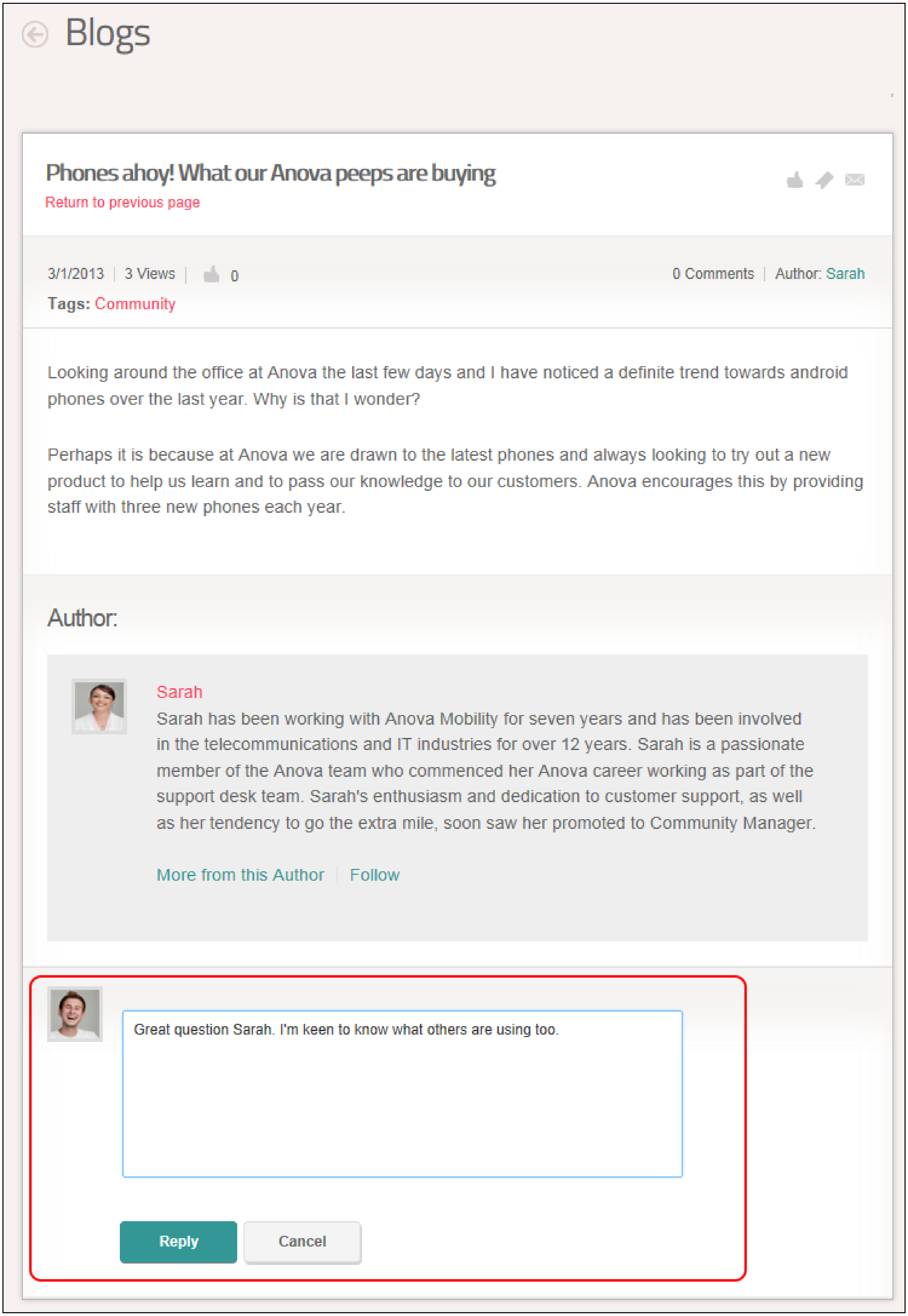
More from this Author

Click the More From This Author link on the blog detail page to view a summary of all other posts created by this author.



Adding a Comment

Some blogs allow community members to add comments to blog posts. Comments can added via the Blog Details page by clicking on the **Add A Comment** button, entering your comment and then clicking the **Reply** button.


Blogs
Phones ahoy! What our Anova peeps are buying
Return to previous page
3/1/2013 | 3 Views | 0
0 Comments | Author: Sarah
Tags: Community
Looking around the office at Anova the last few days and I have noticed a definite trend towards android phones over the last year. Why is that I wonder?
Perhaps it is because at Anova we are drawn to the latest phones and always looking to try out a new product to help us learn and to pass our knowledge to our customers. Anova encourages this by providing staff with three new phones each year.
Author:
Sarah
Sarah has been working with Anova Mobility for seven years and has been involved in the telecommunications and IT industries for over 12 years. Sarah is a passionate member of the Anova team who commenced her Anova career working as part of the support desk team. Sarah's enthusiasm and dedication to customer support, as well as her tendency to go the extra mile, soon saw her promoted to Community Manager.
More from this Author | Follow
Great question Sarah. I'm keen to know what others are using too.
Reply
Cancel

Related Topics:

- See "Editing Blog Settings"

Viewing Blog Posts

Permissions. Community members must be logged into the site.

Option One

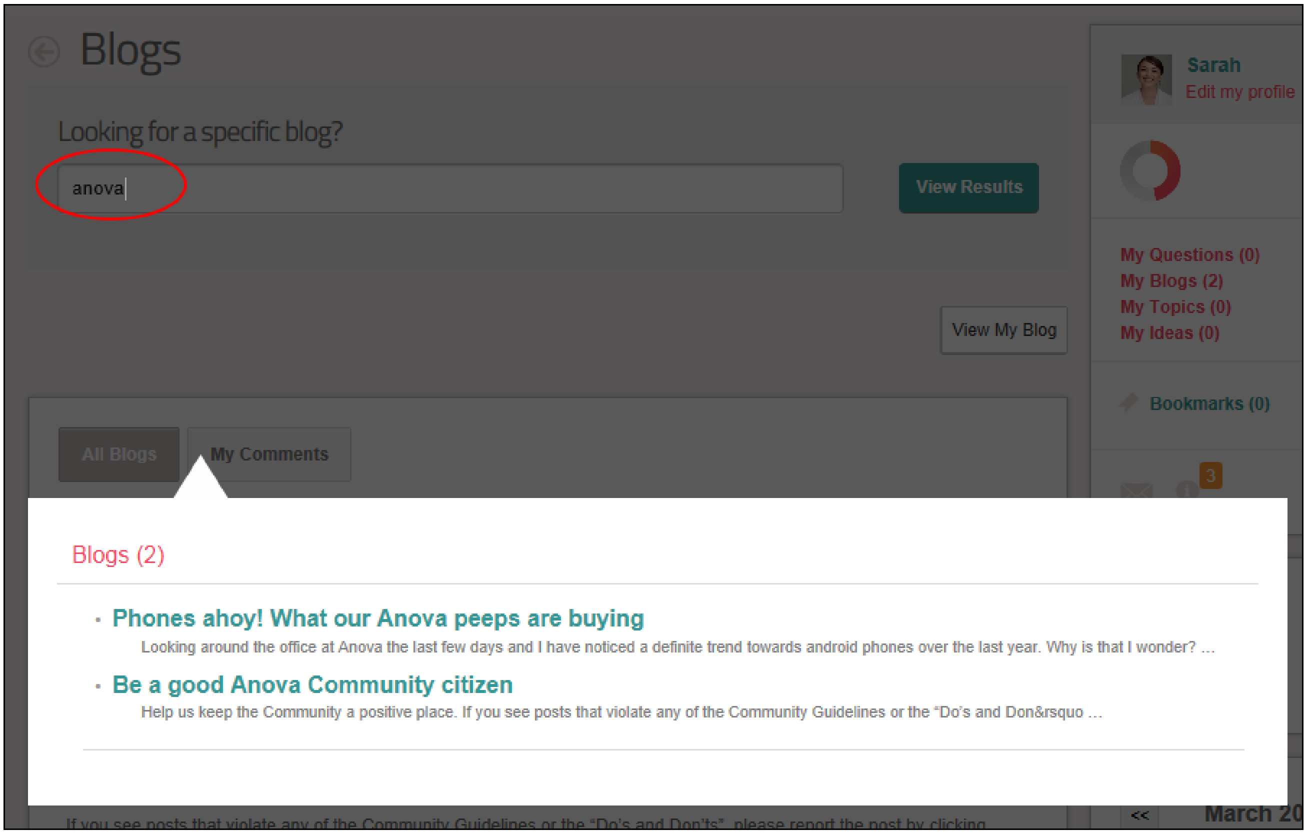
Click on the name of your personal blog which is displayed in the blogs list.

Option Two

If you have already added posts to your blog you can click on the My Blogs Post link in your profile to reveal the titles of your posts and then click on a post to view it.

Looking for a Specific Blog Post

1. Go to the News page.
2. In the **Looking for a specific blog?** text box, begin entering a descriptive title of the blog post you want to search for. Matching results are displayed below.
3. Click on the title of a matching result - OR - Click the **View Results** button to view results in full.



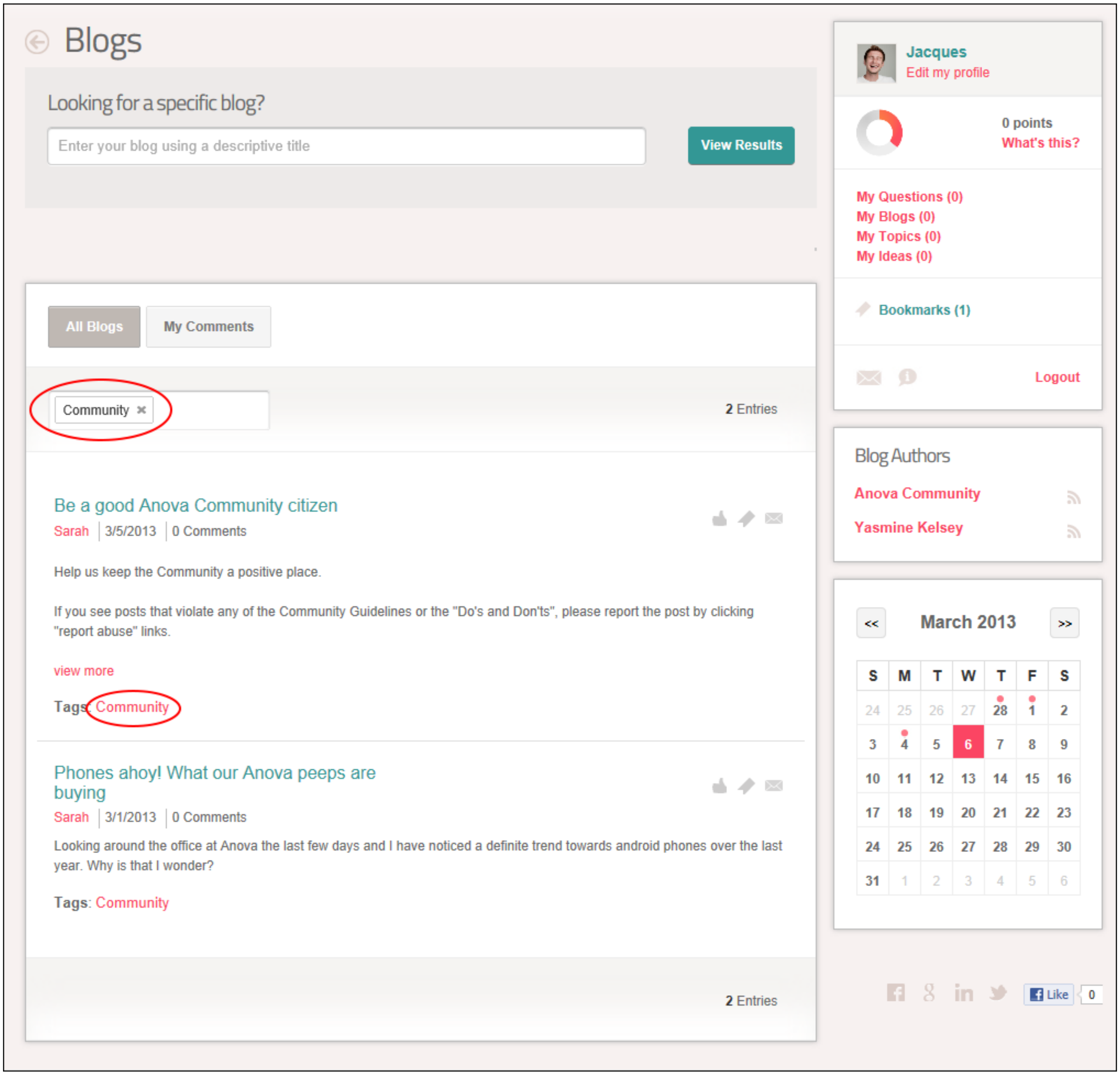
Filter Blog Posts by Tags

Option One

Click on any tag that is displayed below a blog post to view only blogs that have the same tag.

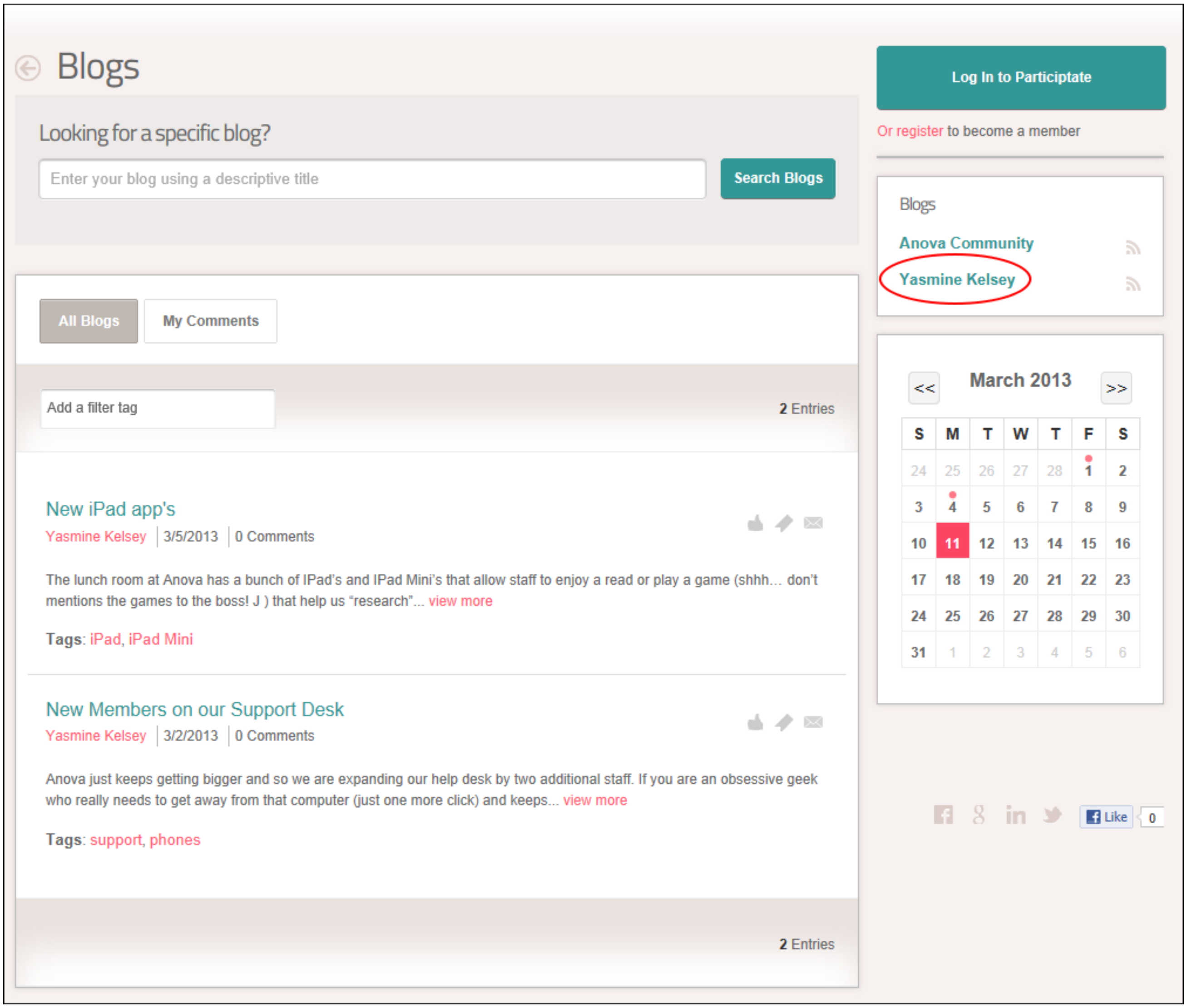
Option Two

Enter one or more tags separated by a comma into the **Add a Filter Tag** text box. If more than one tag is entered, a post must include both tags to be included in the results.



Viewing Blog Posts for a Single Blog

Click the [Blog Name] link in list of existing Blogs. This will filter blog post so that only posts for the selected blog are displayed.



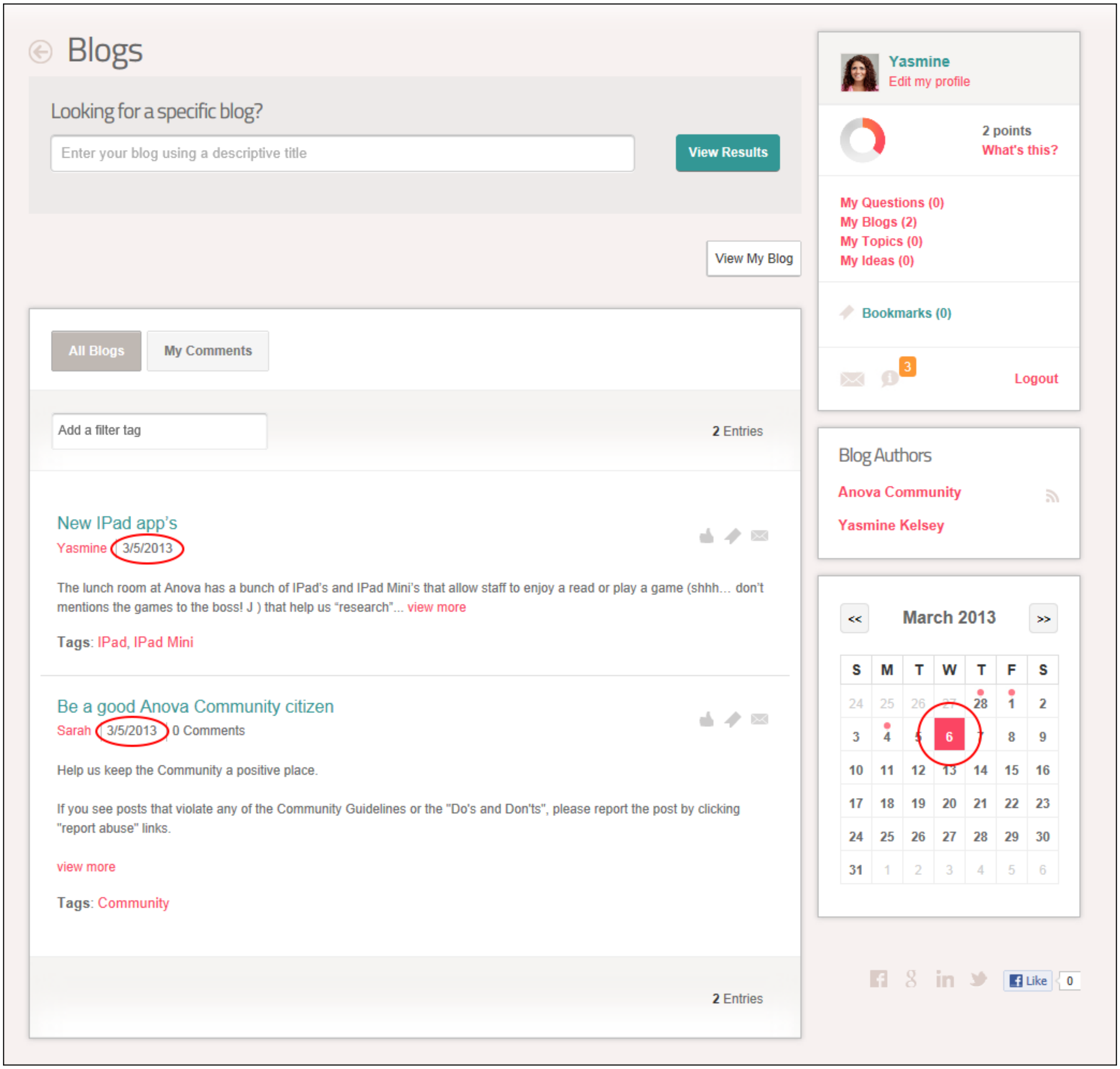
Viewing Blog Posts for a Specific Date

How to view all of the blog posts that were published on a particular date.

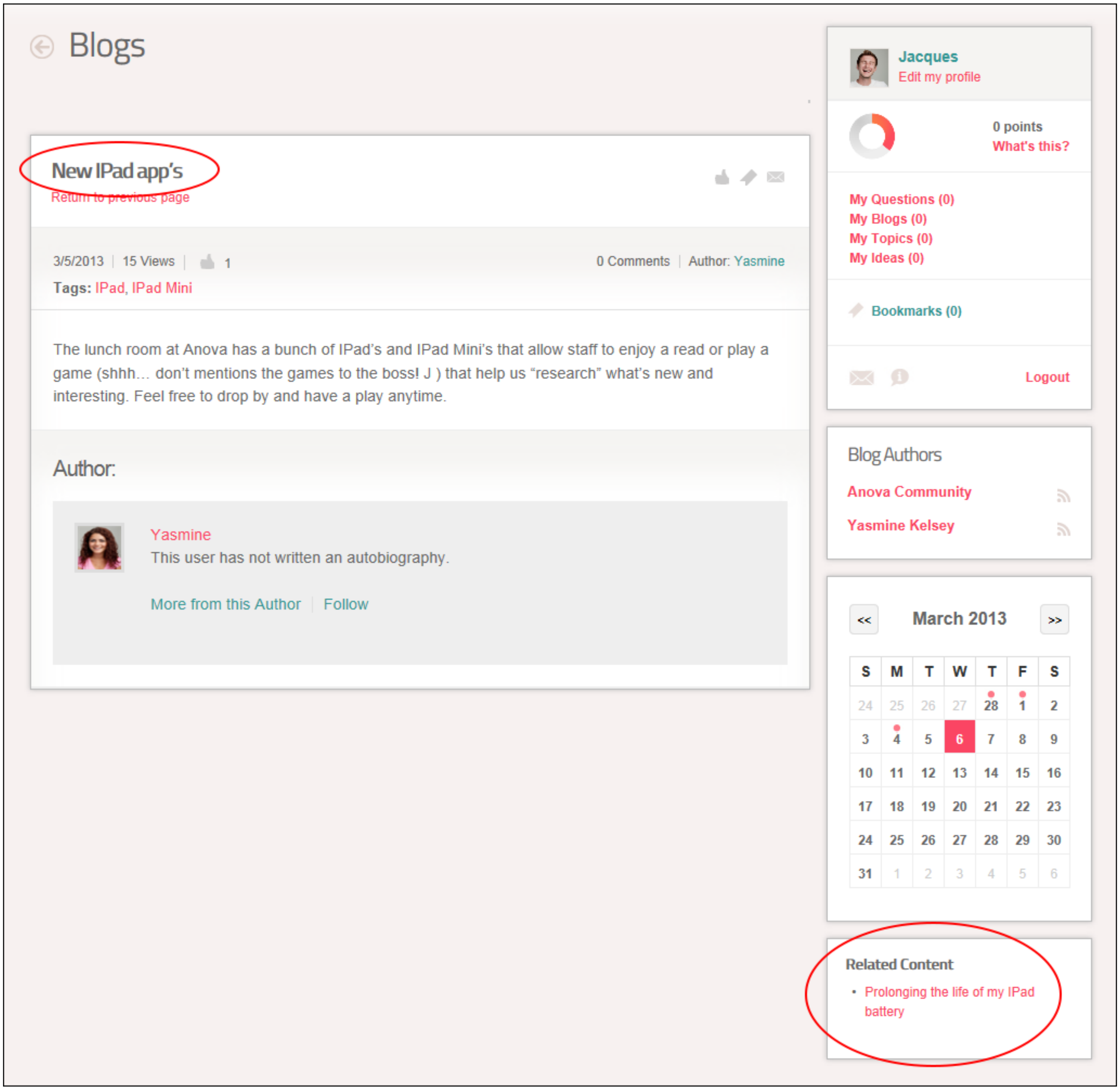
Tip: A dot is displayed in the day cell of the calendar on days that have blog posts and the current day is shaded.

1. Go to the Blog Calendar.
2. Locate the required month using the Calendar as follows:
   - **Go to the Previous Month**: Click the **<<** button located in the top left corner of the calendar.
   - **Go to the Next Month**: Click the **>>** button located in the top right corner of the calendar.

3. Select the required date to display the related blog entries.



Tip: When viewing a blog post in full, a list of all Related Content is displayed on the page.



Discussions

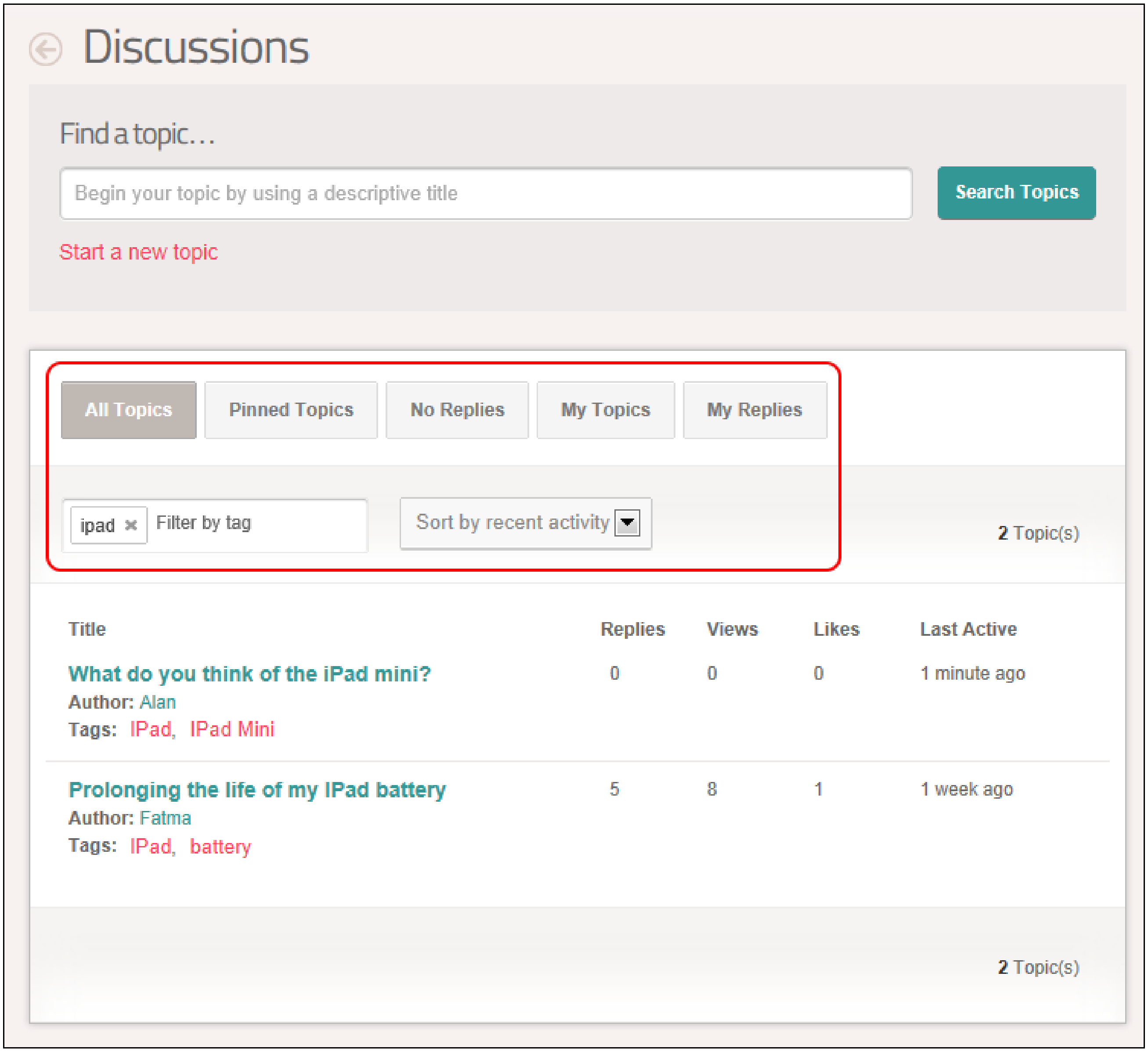
Discussions allows community members to participate in conversations with each other. Topics in Discussions can receive hundreds or thousands of replies, and can remain active for weeks and months. These topics are one of the best places to get to know other members and share your views. Unlike the Blogs, Answers and Ideas content, which is generally focused around a single concept, topic discussions can have a broad range of conversations inside a single thread.

Filtering Discussion Topics

How to filter discussion topics displayed on the Discussion page.

Permissions. Site visitors can filter pinned topics and topics without replies. Community members must be logged into the site to view their topics and replies.

1. Go to the Discussions page.
2. Apply one or more of these filters:
   - Click one of the **All Topics**, **Pinned Topics**, **No Replies**, **My Topics** or **My Replies** buttons to view the matching discussion topics.
   - In the **Filter by Tag** text box, enter one or more tags, followed by a comma to view matching discussion topics.
3. **Optional.** To sort results, select one of the following options from the drop down box: **Sort by recent activity**, **Sort by date created**, **Sort by author**, **Sort by title**, or **Sort by views**.



Finding a Topic

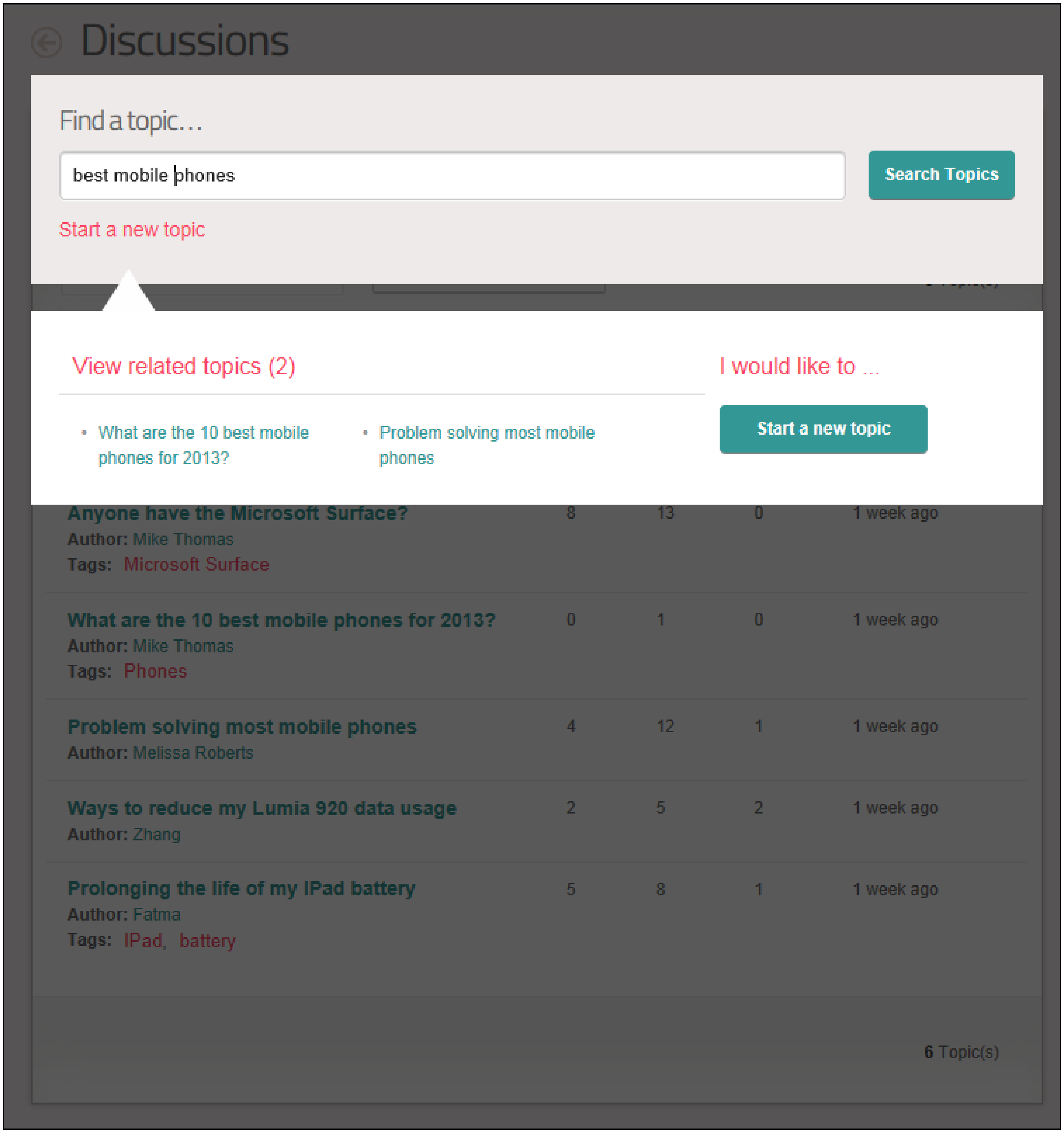
How to search for discussion topics.

Permissions. All site visitors.

1. Go to the Discussions page.
2. In the **Find a topic** text box, begin entering a descriptive title of the discussion topic you are looking for. All matching results will be displayed in the View Related Topics section below.

3. Click on topic title to view the full discussion or, if there are no relevant topics, add a new topic. See "Starting a New Topic"

Tip: Click the **Search Topics** button open or close the Find A Topic popup window.

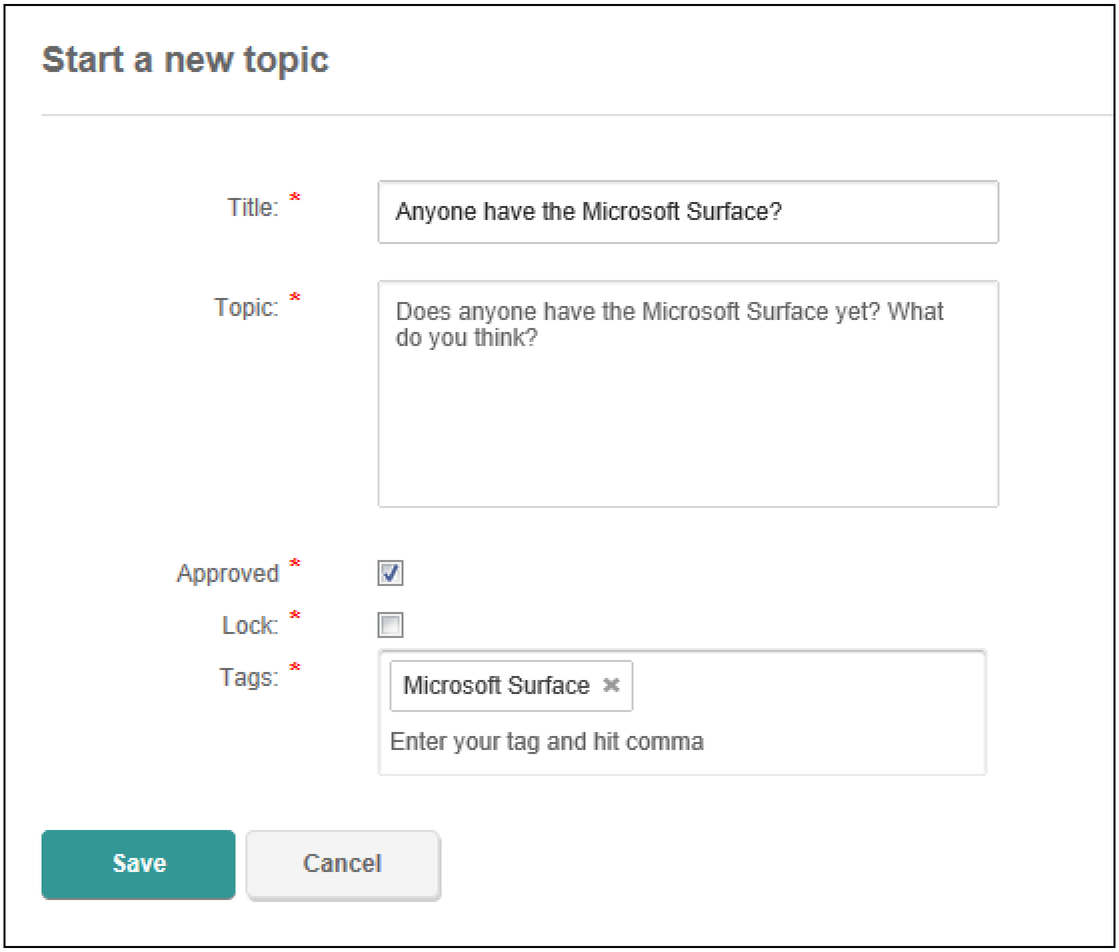


Starting a New Topic

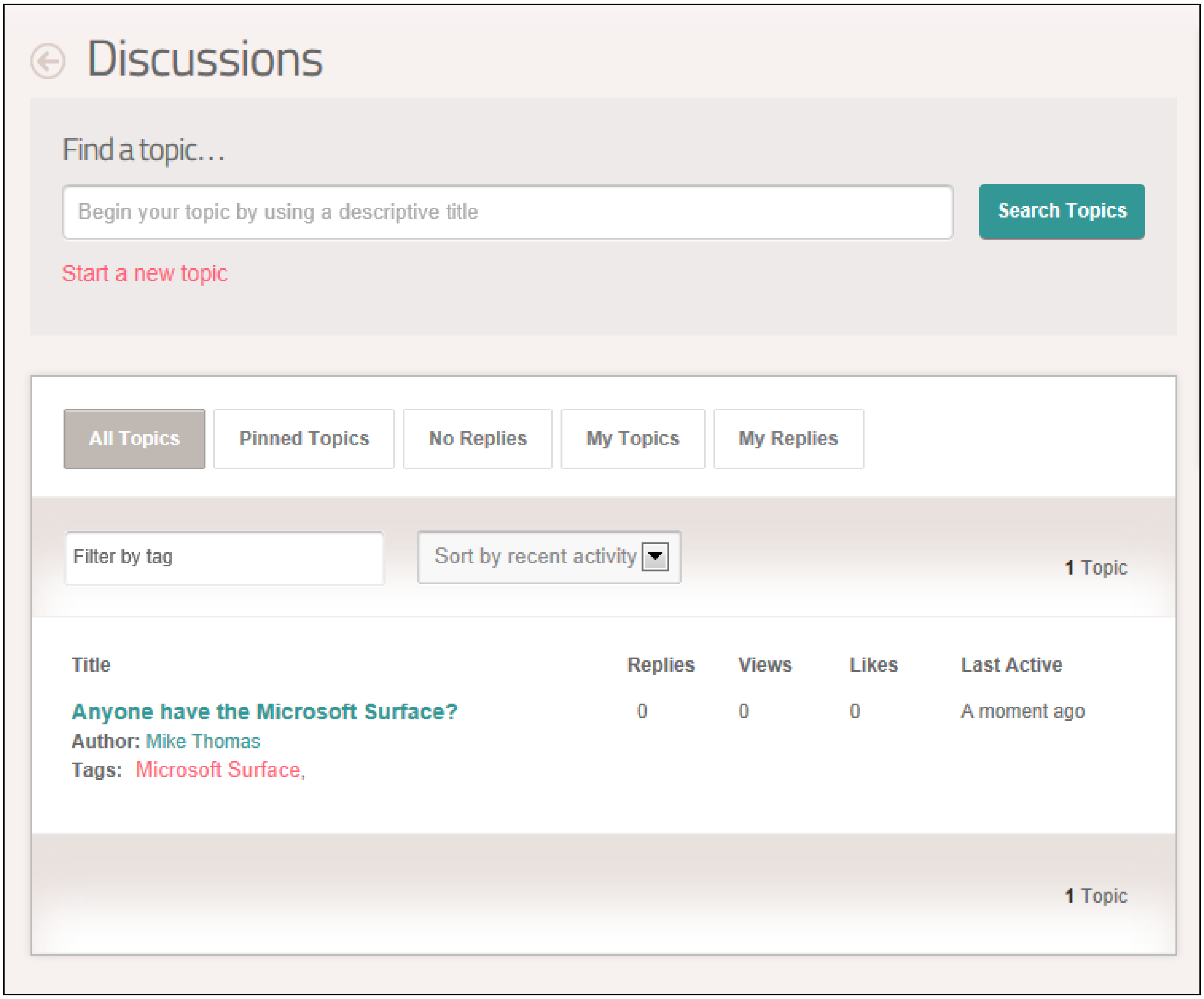
How to start a new discussion topic.

Permissions. Community members must be logged in to the site. Topics must be approved a community manager or administrator.

1. Go to the Discussions page.
2. Click the Start a new topic link.
3. In the **Title** text box, enter a simple title for your discussion.
4. In the **Topic** text box, enter your discussion in full.
5. The following fields are only available to Community managers and administrators:
   - At **Approved**, check the check box to approve this topic (this is the default setting for users with this level of permission) - OR - uncheck the check box if the topic requires approval. This provides an opportunity for these users to have their topics reviewed by their peers or to review and edit their own topics before they are published.
   - At **Locked**, check the check box to prevent members from replying to this topic. This displays the message "Protected from further replies" on the Discussion Details page - OR - uncheck the check box if members can add replies to this topic. This is the default setting. The owner of this topic can later remove the lock if required.
6. In the **Tags** text box, enter your tag, followed by a comma. Repeat to add additional tags.



7. Click the **Save** button. If your topic does requires approval, you will now see the "Your topic has been submitted and is awaiting moderation" message. Once it is approved you will receive notification message. If your topic doesn't require approval it will be displayed on the Discussions page straight away.



Responding to a Discussion Topic

There are a number of ways to provide feedback on a discussion topic.

Permissions. Community members must be logged into the site to respond to topics.

To get started:

1. Go to the Discussions page.
2. Locate the required topic. See "Filtering Discussion Topics" or See "Finding a Topic"
3. Click on the linked topic title to view full details of the discussion. You can now provide feedback in the following ways:

Commenting on the Original Topic

Click the **Add a Comment** button at the base of the page to display a text box below the where you can enter a comment and then click the **Reply** button. Your comment will now be added below existing comments.

Liking or Unliking the Original Topic

- Click the **Like This** button located at the top right corner of the discussion to like the original topic.
- Click the **Unlike** button in the same location to remove your like. Likes added in this way are added to the total number of Likes for this topic that is displayed on the main Discussions page.

Liking or Unliking a Comment

- Click the **Like** button located below any comment added below the original discussion to like the comment.
- Click the **Unlike** button in the same location to remove your like. Likes added to comments are not added to the total number of Likes for this topic that is displayed on the main Discussions page.

Locking or Unlocking a Topic from Replies

Permissions. Community managers and administrators.

- Click on the Lock link displayed in the top right corner to prevent a topic from receiving further replies. Locked topics displays the "Protected from further replies" message at the base of the page and removes the Reply link from the original post.
- Click the Un-Lock link to remove the lock and restore the ability to add replies.

Pinning a Topic

Permissions. Community managers and administrators.

- Click the Pin link to pin a topic to the top of the Discussions page.
- Click the Un-Pin link will remove the pin.

Replying to a Comment

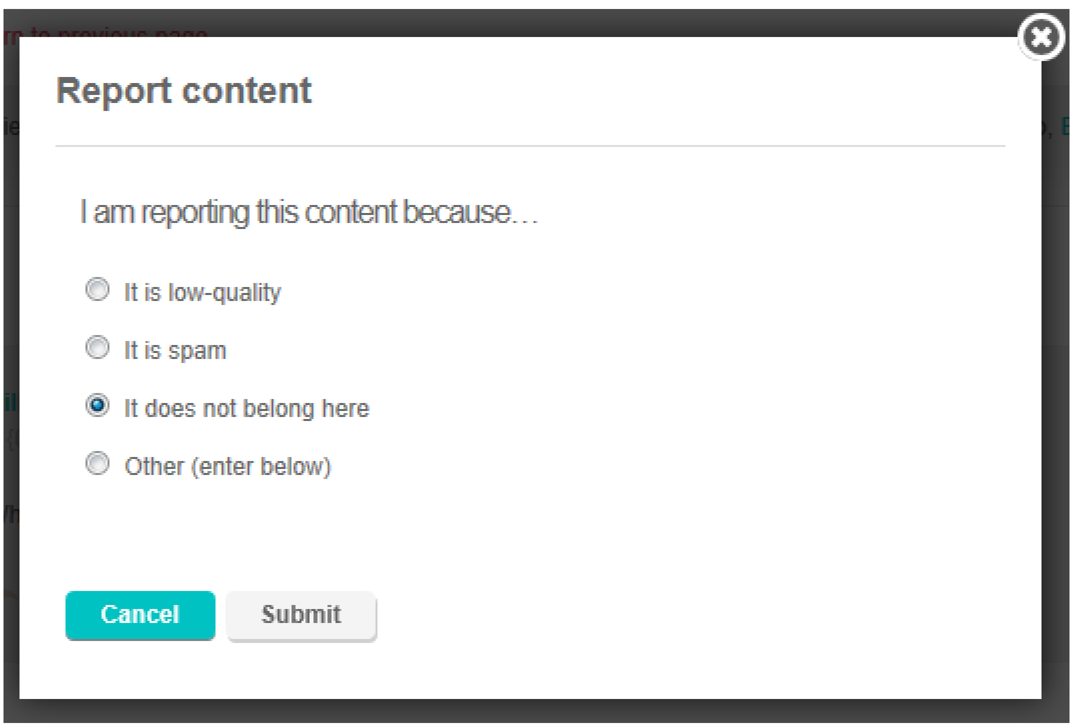
1. Click the Reply link located beneath the comment you want to reply to. This displays a text box below the comment that includes a reference to the person who added the comment. For example, if the comment was added by Sarah Jones, then the text box will display "@Sarah" allowing the comment to link back to the comment owner in both the Discussions and the Activity Stream.

2. Enter your comment.
3. Click the **Reply** button. The @Sarah text will now be a link that displays a pop-up summary of the members' profile when you hover over the link and includes a **Follow** button. Clicking on the link will go to the member's profile.

Reporting a Topic or Comment

Community members can report inappropriate content. Once content has been reported, Community managers and administrators will receive a notification that allows them to view the reported content and then either delete the topic or dismiss the notification and take no further action.

1. Click the **Report** button displayed below a discussion topic or comment.
2. Select the reason for reporting this content from these options:
   - **It is low-quality**
   - **It is spam**
   - **It does not belong here**
   - **Other (enter below)** if this option is selected, enter the reason in the text box below.
3. Click the **Submit** button.



Ideas

Ideas provides community members with a way to share their thoughts and suggestions with each other as well as administrators.

Filtering Ideas

How to filter the ideas that are displayed on the page.

Permissions. Site visitors can filter top ideas. Community members must be logged into the site to view their ideas, votes and comments.

1. Go to the Ideas page.
2. Apply one or more of these filters:
    - Click either the **All Ideas**, **Top Ideas**, **My Ideas**, **My Votes** or **My Comments** buttons to view the matching questions.
    - In the **Filter by Tag** text box, enter the tag, followed by a comma to view matching questions.
    - At **Any Status**, select from the following options to further limit results: **Submitted**, **Under Review**, **Reviewed**, **Accepted**, **Scheduled**, **Delivered** or **Duplicate**.
    - At **Sort By**, select to sort ideas by votes, most views, recent activity, author, or title.

Providing Feedback on Ideas

How to provide feedback and vote for ideas.

Permissions. Community members must be logged into the site.

Locate the idea you want to provide feedback on then select from these options:

- Click the **Like** button to like an idea
- Click the **Bookmark** button to add a link to the idea to the Bookmarks section of My Status.
- Click the **Subscribe** button to subscribe to updates for this idea. Community members can manage and view their current subscriptions on the Subscriptions page of their profile.

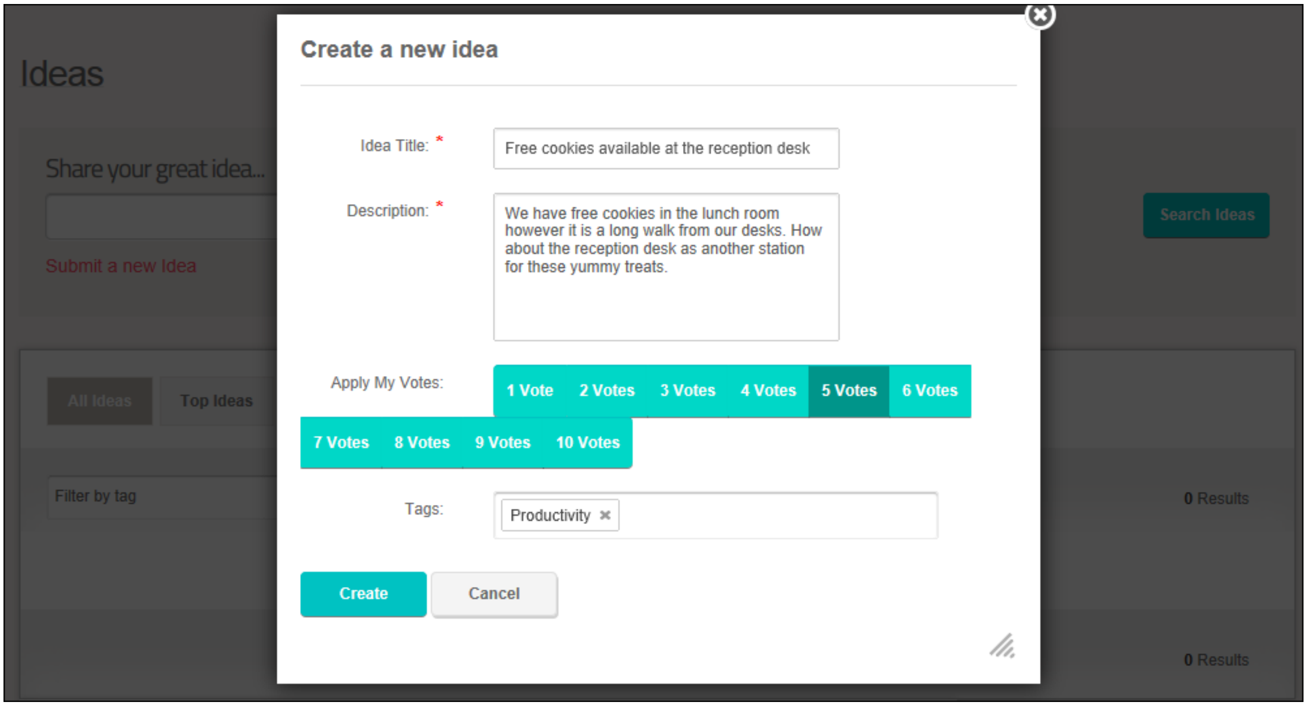
Submitting a New Idea

How to submit a new idea.

Permissions. Community members must be logged into the site.

1. Go to the Ideas page.
2. Begin entering your idea into the **Share your great idea...** text box. This displays a pop up window that displays any matching ideas. If a similar or same idea is displayed, click on the idea title to learn more about this idea. This reduces the likelihood of the same idea being added multiple times.

3. If no matching idea is displayed, then click the **Submit a new Idea** link or button. This displays the "Create a new Idea" popup window with your idea displayed in the Idea Title field.
4. **Optional.** In the **Idea Title** text box, edit your idea.
5. In the **Description** text box, enter a description of your idea.
6. At **Apply My Votes**, click on one of the Vote buttons to allocate between 1-10 votes for this idea.
7. In the **Tags** text box, enter one or more tags for this idea.



8. Click the **Create** button to submit your idea and return to the Ideas pages. If your idea doesn't require approval it will now be displayed on the Ideas page. If your idea requires approval, you will receive notification once it is approved.

Social Events

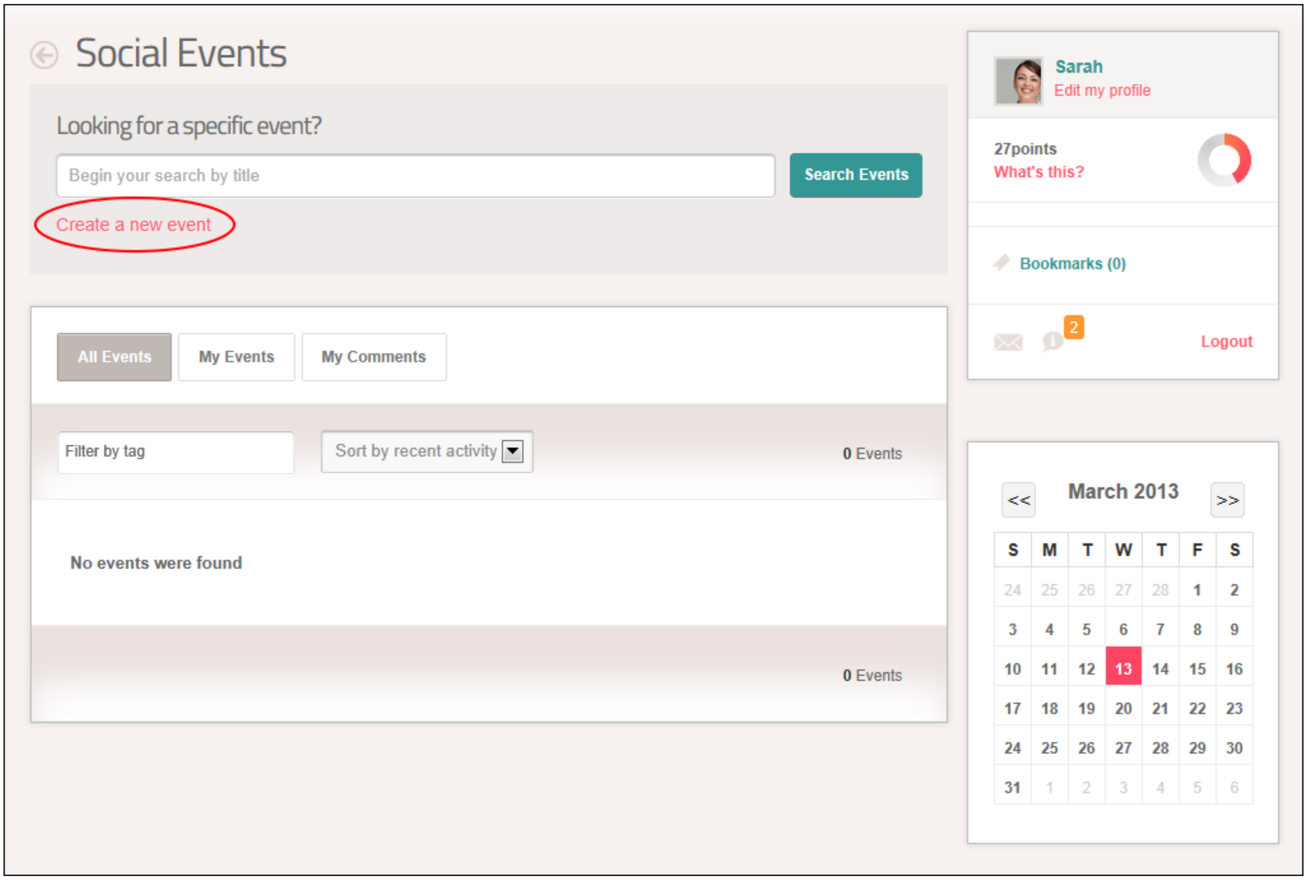
Social Events, also known as Events, is the place where community members can create social events and choose to invite some or all of their friends, or make the event public. Attendance information such as who is attending and who was invited to attend the event can be shared on the site or kept private.

Adding a Social Event

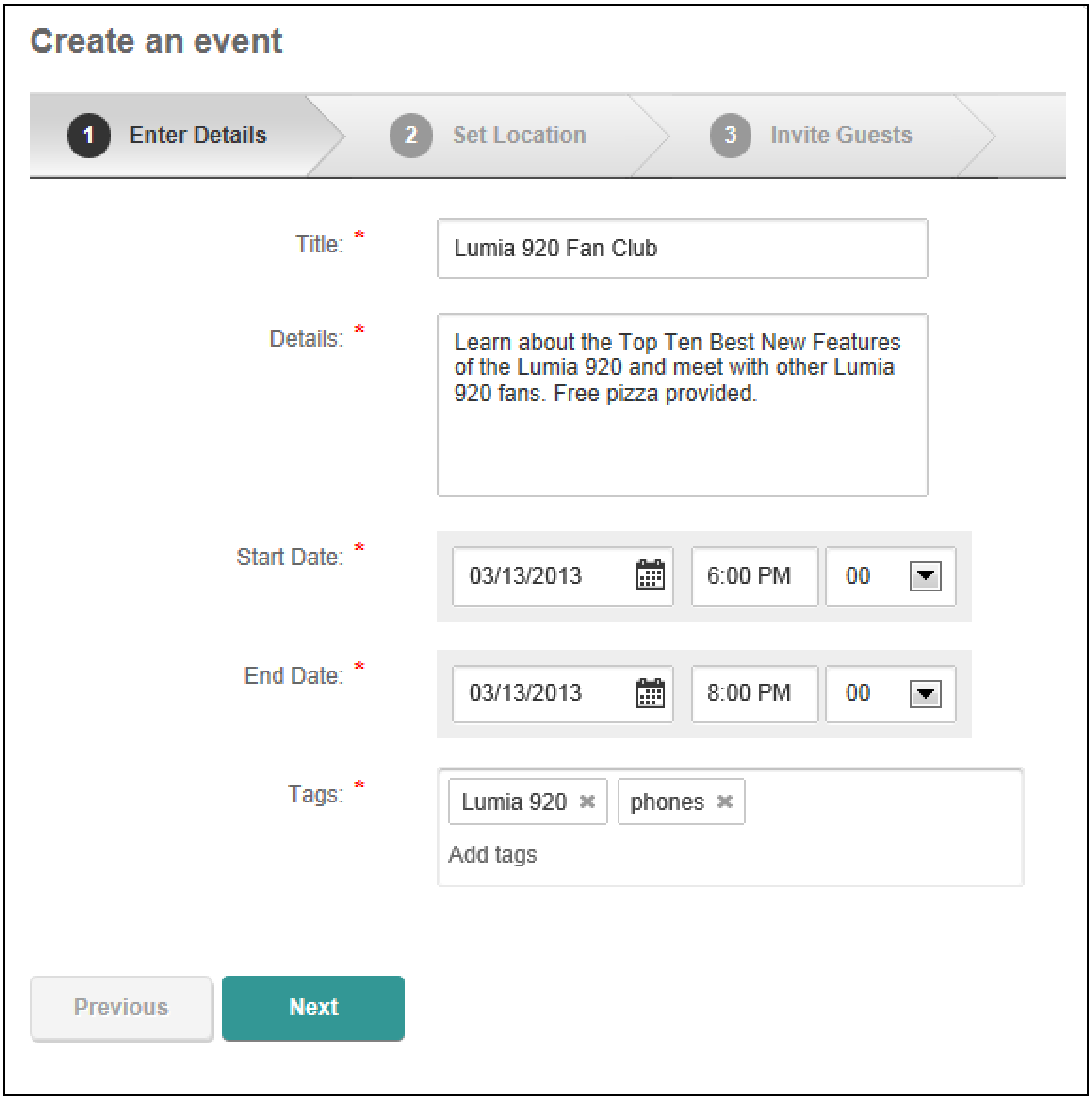
How to add a new social event.

Permissions. Community members must be logged into the site.

1. Go to the Events page.
2. Click the Create a new event link. This will open the Create An Event popup window.

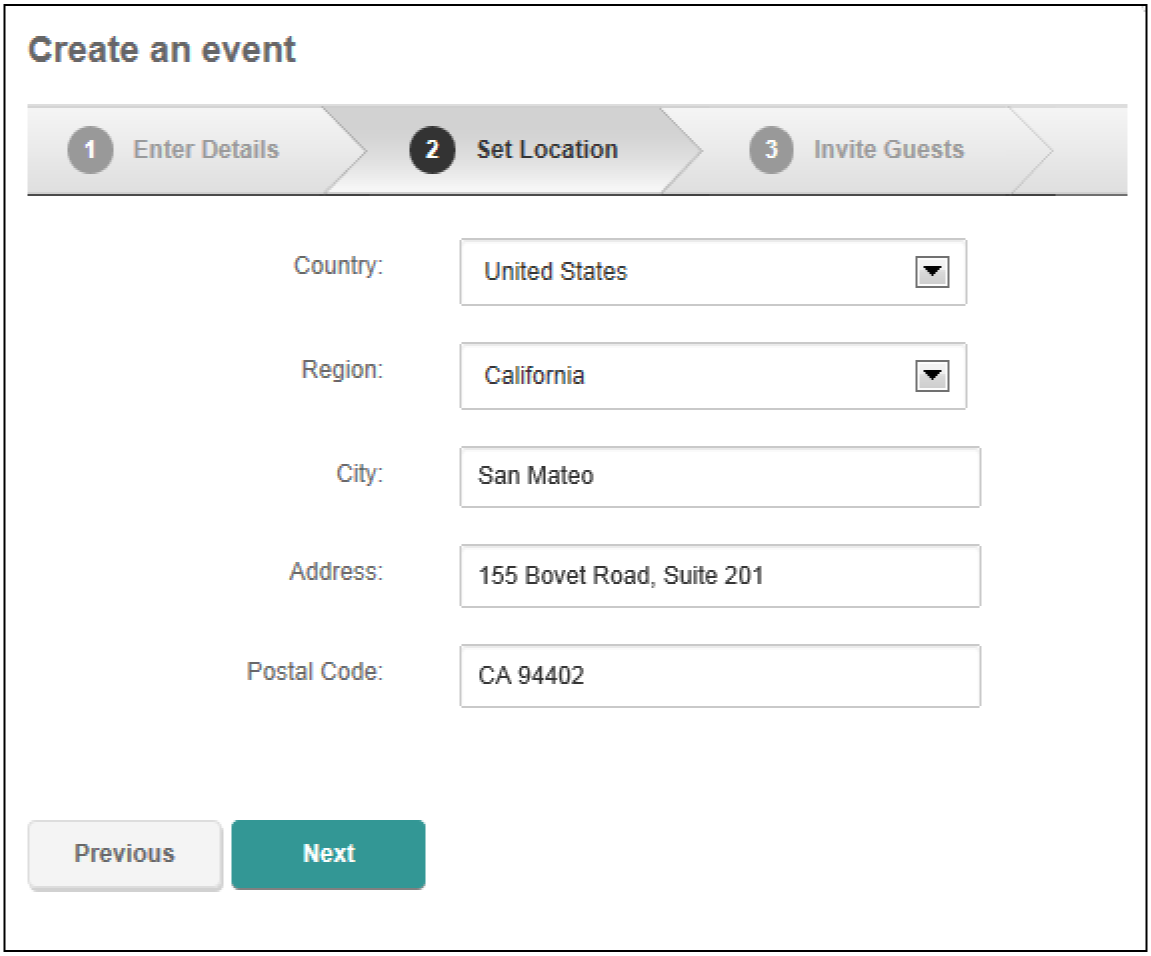


3. On the **Enter Details** tab, complete all event details. All fields are displayed on the Events page.
    1. In the **Title** text box, enter a simple title for the event.
    2. In the **Details** text box, enter the full details of the event.
    3. At **Start Date**, edit the date and time displayed as required. The current date and time, according to your profile time zone is displayed by default.
    4. At **End Date**, edit the date and time displayed as required. The date and time shown by default will be the date selected at Start Date above and the current time, according to your profile time zone, plus one hour.
    5. In the **Tags** text box, begin entering your tag to view a list of similar existing tags. If the required tag is displayed, click on the tag to select it. If the tag doesn't already exist, complete entering your tag, followed by a comma.
    6. Repeat the above step to add additional tags.
    7. Click the **Next** button.



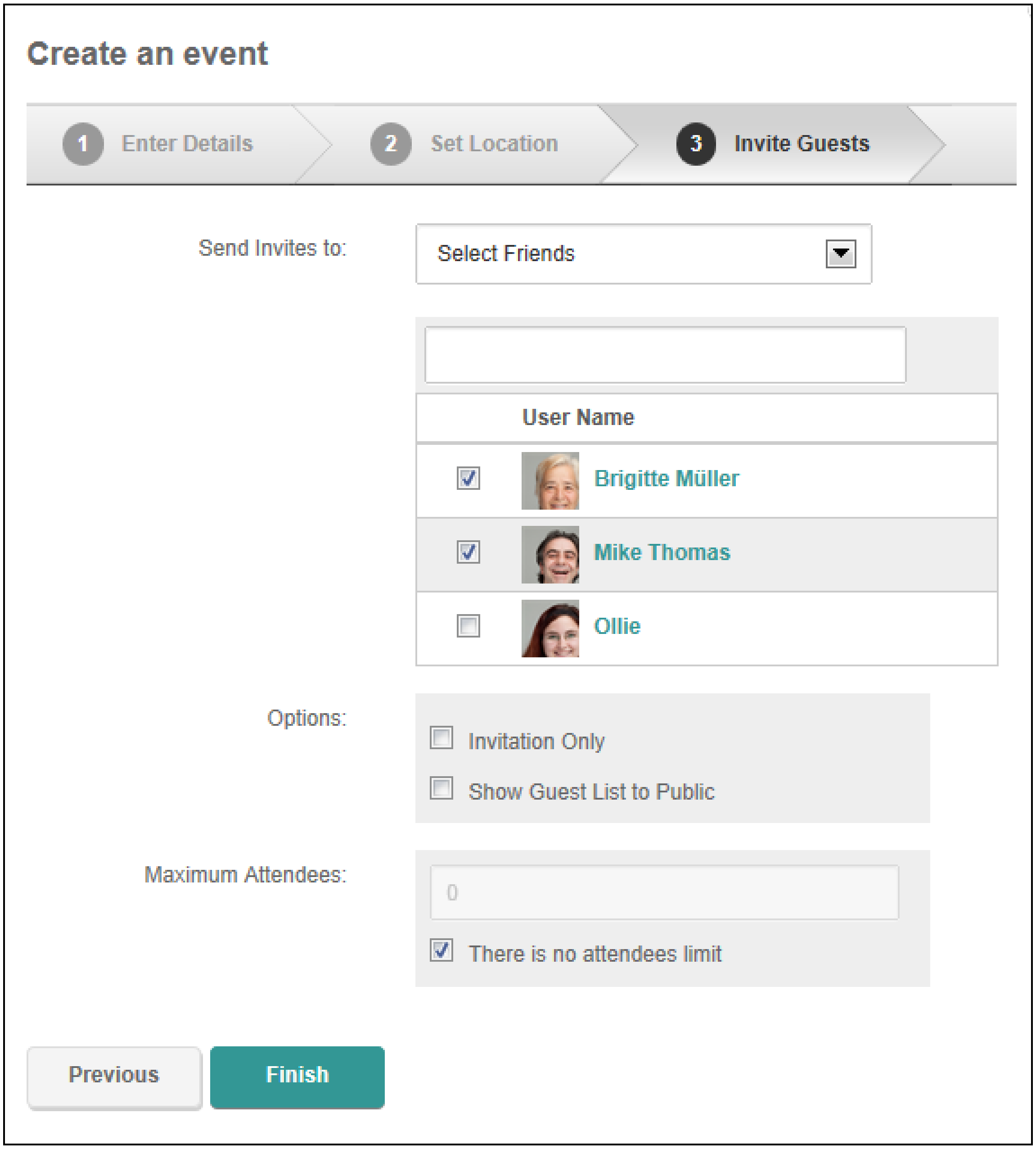
4. On the **Set Location** tab, the address in your profile is displayed by default. You can now edit, complete, modify or delete your profile address so the event location is displayed. The location address is displayed on both the Events page and on the Event details page. The Event Details page also displays a Google map with a pin on the address. All address fields are optional.
    1. At **Country**, enter, modify or remove the country for the event.
    2. At **Region**, enter, modify or delete the region for the event. Note: To remove a Canadian or United States region that has been pre-populated from your profile, you will first need to select a country other than United States and Canada which will empty the Region text box. You can then re-select the country of your choice.

3. At **City**, enter or modify the city for the event.
4. At **Address**, enter or modify the street address for the event.
5. At **Postal Code**, enter or modify the street address for the event.
6. Click the **Next** button.

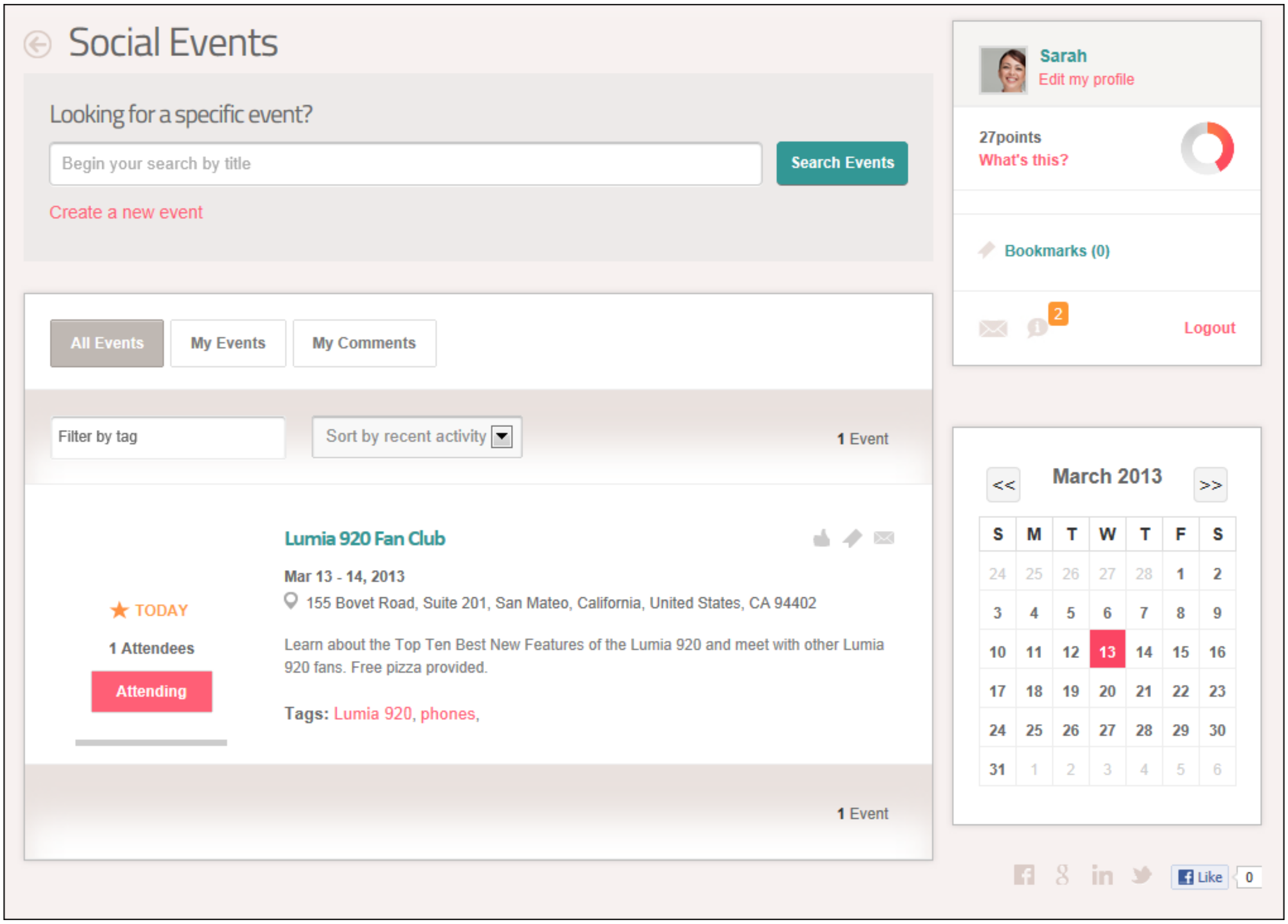


5. On the **Invite Guest** tab, choose the guests that are invited to or can attend this event.
   1. At **Send Invites to**, you can choose to send invitations to this event directly to some or all of your friends as follows:
      - **None**: Select if you don't want to send out any invitation to this event.
      - **All Friends (x)**: Select to invite all of your friends to the event, the total number of your friends is displayed in here. E.g. If the drop down reads "All Friend (3)" then you have three friends who will be invited. New friends will not see the invite unless changes are made to the Event. If that happens, everyone will see the changes.

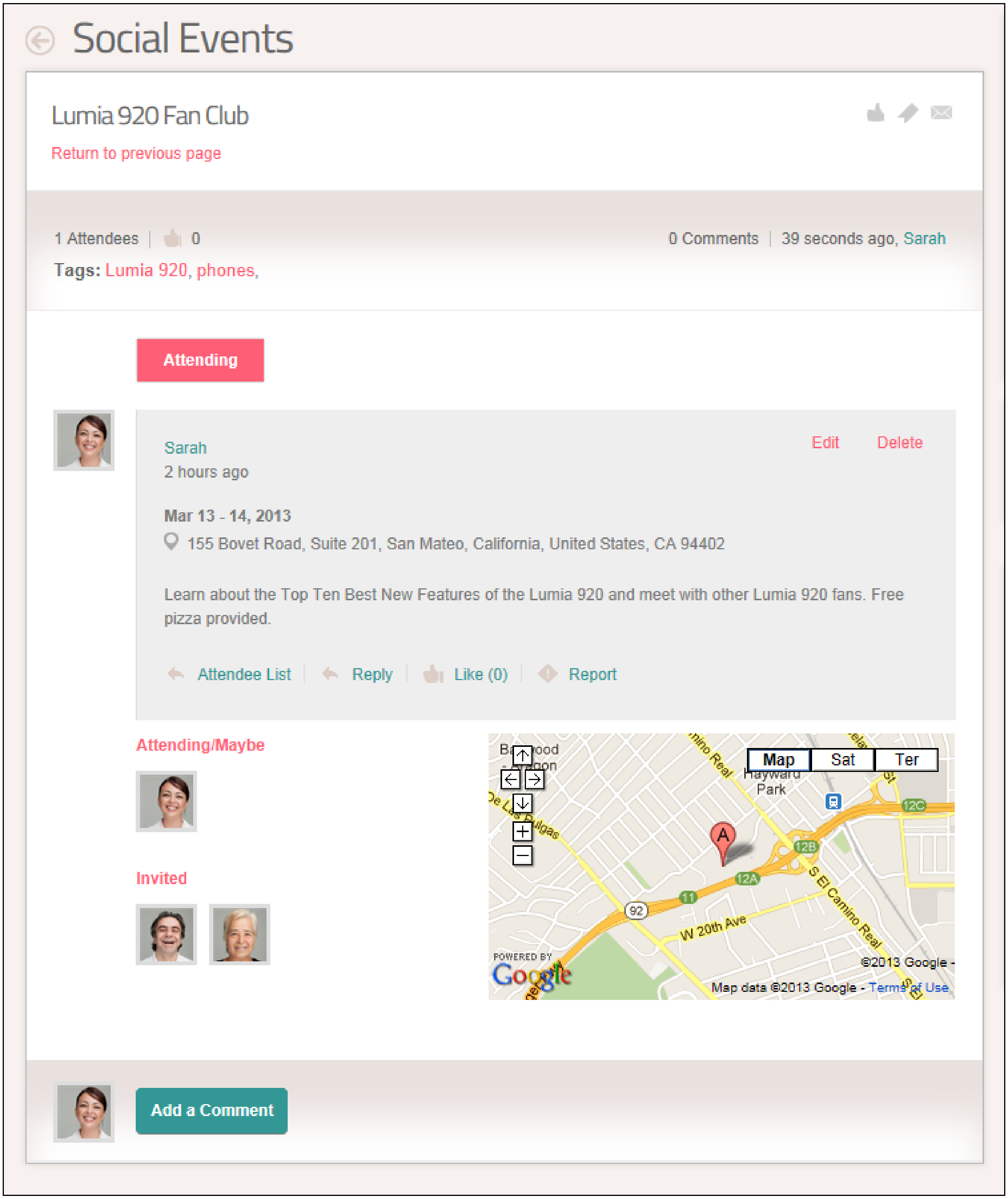
        - **Select Friends**: Select to choose which friends are invited to the event. This displays a list of your friends allowing you to select individual friends. If you have a large number of friends, you can type all or part of a friends name into the text box displayed above the friends list which will filter the friend list making it easier to find and choose friends. This option is shown in the below screen capture.
    2. At **Options**, select from these options:
        1. At **Invitation Only**, check the check box to prevent members who are not directly invited to attend this event by hiding the **Attend** button. Note: You can invite others by sending the link using messaging or posting elsewhere; however, they would not see the Attendance buttons. - OR - uncheck the check box to display the **Attend** button on the Event pages which allows members to choose to attend, maybe or decline the event.
        2. At **Show Guest List to Public**, check the check box to allow all members to view a list of the members who will be attending this event on the Event Details page - OR - uncheck the check box to prevent all members from viewing the guest list.
    3. At **Maximum Attendees**, select from these options:
        - Check the **There is no attendees limit** check box to permit an unlimited number of enrollments for this event. This is the default setting.
        - Uncheck the **There is no attendees limit** check box to limit the number of attendees. This allows you to enter the maximum number of attendees in the text box. The default number of attendees is 50.
6. Click the **Finish** button.



The event is now displayed on the Events page.



Clicking on the Event Title will open the Event Details page which displays full details of the event. In this tutorial, only the event owner can view the invitation and attendee information as the guest list wasn't set as visible to the public.


Social Events
Lumia 920 Fan Club
Return to previous page
1 Attendees | 0
0 Comments | 39 seconds ago, Sarah
Tags: Lumia 920, phones,
Attending
Sarah
2 hours ago
Edit
Delete
Mar 13 - 14, 2013
155 Bovet Road, Suite 201, San Mateo, California, United States, CA 94402
Learn about the Top Ten Best New Features of the Lumia 920 and meet with other Lumia 920 fans. Free pizza provided.
Attendee List | Reply | Like (0) | Report
Attending/Maybe
Invited
Map
Sat
Ter
Park
W 20th Ave
S El Camino Real
POWERED BY Google
©2013 Google -
Map data ©2013 Google - Terms of Use
Add a Comment

Attending Social Events

How to inform the event owner (the member who created the social event) of your intention to attend an event.

Permissions. Community members must be logged into the site.

1. Go to the Events page.
2. Locate the required social event. See "Filtering Social Events" or See "Finding a Social Event".
3. Events that you are permitted to attend will display the **Attend** button on both the Event and Event Detail pages.
4. Click on the **Attend** button to reveal the attendance option.
5. Select to either **Attend**, **Maybe** or **Decline** the event. Your selection is now displayed on the Attend button, allowing you to quickly see your choice. You can change your selection at any time.

Viewing the Attendee List

Depending on the options chosen when an event is created, community members may or may not be able to view who is attending an event and who was invited to an event.

1. Go to the Events page.
2. Locate the required social event. See "Filtering Social Events" or See "Finding a Social Event".
3. Events that you are permitted to view attendance will display the see who else is attending link when you click on the **Attend** button on either the Event and Event Detail page.
4. Click the see who else is attending link.
5. Click on any of the buttons across the top of the page to view a list of the members who are **Attending**, **Maybe**, **Not Attending** or **Invited**. From here you can also choose to **Friend** or **Unfriend** a member and click on a members name to view their profile.

Filtering Social Events

How to filter the social events that are displayed on the Events page.

Permissions. Community Members must be logged into the site.

1. Go to the Events page.
2. Apply one or more of these filters:
   - Click one of the **All Events**, **My Events** or My Comments buttons to view the matching events.

- In the **Filter by Tag** text box, enter one or more tags; each separated a comma, to view matching questions.

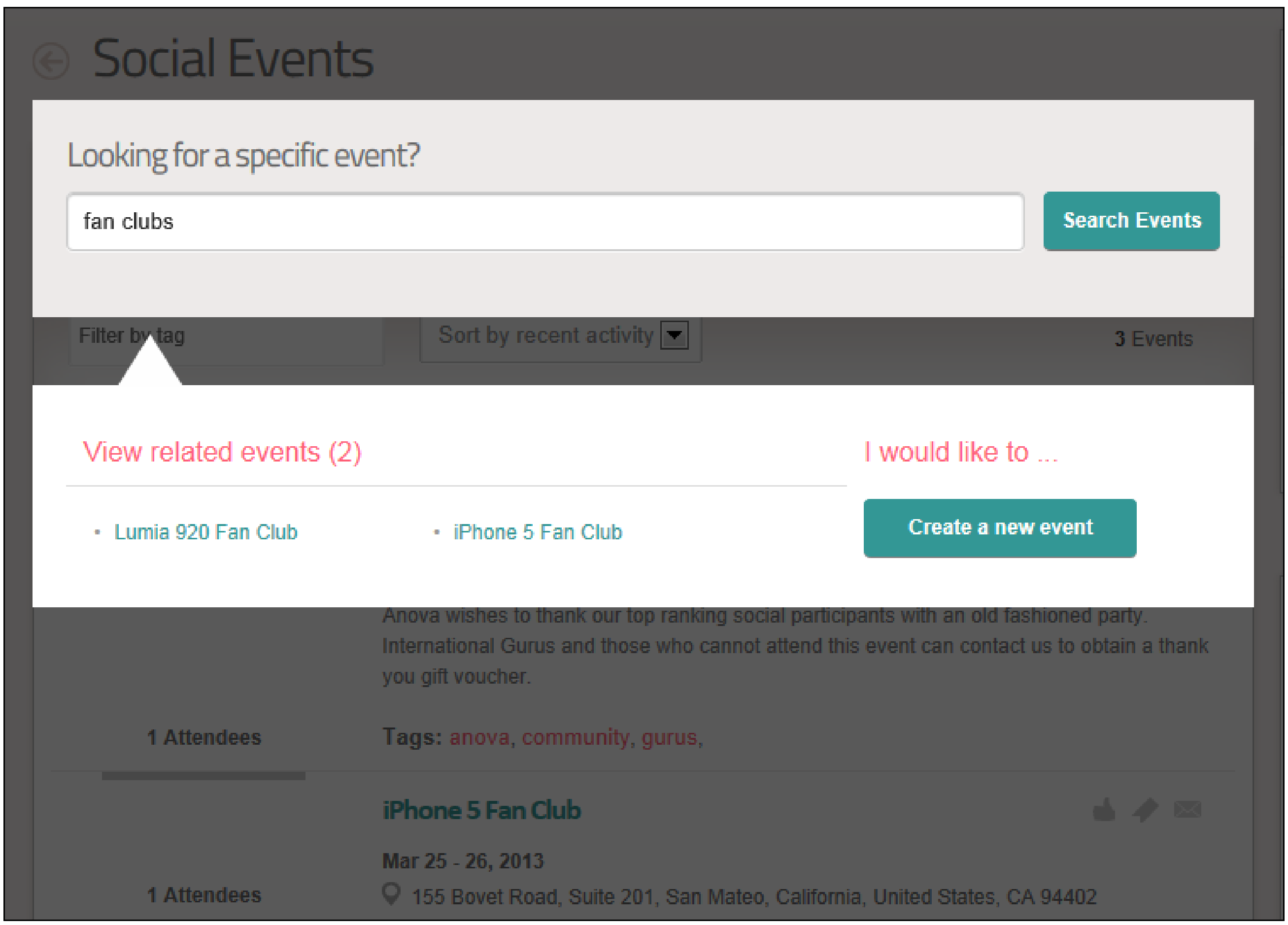
3. **Optional.** To sort results, select one of the following options from the drop down box: **Sort by recent activity**, **Sort by Date Created**, **Sort by Title**, or **Sort by Views**.

Finding a Social Event

How to search for a social event.

Permissions. Community members must be logged into the site.

1. Go to the Events page.
2. In the **Looking for a specific event?** text box, begin entering a descriptive title of the event you are looking for. All matching results will be displayed in the View Related Events section below.



3. Click on event title to open the Event Detail page where you can view full details of the event or, if there are no relevant events, you can choose to create your own event. See "Adding a Social

Event"

Tip: Click the **Search Events** button open or close the Looking For A Specific Event popup window.

Viewing Events for a Specific Date

How to view all events that occur on a particular date.

Permissions. All site visitors.

Tip: A dot is displayed in the day cell of the calendar on days that have blog posts and the current day is shaded.

1. Go to the Events page.
2. On the Event Calendar, locate the required month using the Calendar as follows:
    - **Go to the Previous Month**: Click the **<<** button located in the top left corner of the calendar.
    - **Go to the Next Month**: Click the **>>** button located in the top right corner of the calendar.
3. Select a date to display the events for that day.

Providing Feedback on Social Events

There are a number of ways to provide feedback on events.

To get started:

1. Go to the Events page.
2. Locate the required event. See "Filtering Social Events" or See "Finding a Social Event"
3. You can now provide feedback in the following ways:

Liking or Unliking a Social Event

You can like or unlike an event on either the Event or Event Detail page.

Click the **Like** button to like this event - or - Click the **Unlike** button to remove your like.

This adds your Like to the tally of any existing Likes and displays the total number of Likes at the top of this page.

Bookmarking a Social Event

You can bookmark or remove a bookmark from an event on either the Event or Event Detail page.

- Click the **Bookmark This** button to like an event. This adds the title of this event to your Bookmarks list on the My Status summary that is displayed on all site pages.
- Click the **Remove Bookmark** button to remove this bookmark.

Adding a Comment

Some events permit members to add comments. Comments can added via the Event Detail page by clicking on the **Add A Comment** button displayed below the event information, entering your comment and then clicking the **Reply** button.

Subscribing to an Event

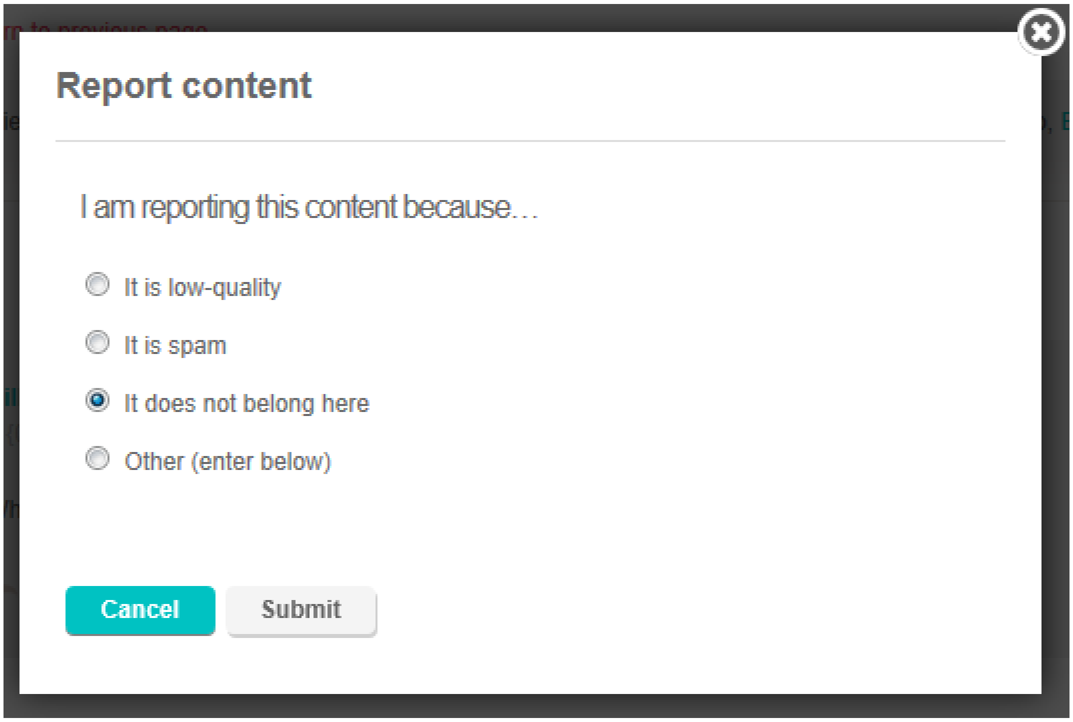
You can subscribe or unsubscribe to an event on either the Event or Event Detail page. You can also subscribe and unsubscribe

- Click the **Subscribe** button to subscribe to an event.
- Click the **Unsubscribe** button to remove your subscription.

Reporting a Social Event

Community members can report inappropriate content via the Event Details page. Once content has been reported, moderators, community managers and Administrators will receive a notification that allows them to view the reported content and then either delete the event or dismiss the notification and take no further action.

1. Click the **Report** button to report this question.
2. Select the reason for reporting this content from these options:
    - **It is low-quality**
    - **It is spam**
    - **It does not belong here**
    - **Other (enter below)** if this option is selected, enter the reason in the text box below.
3. Click the **Submit** button.



Social Groups

Social Groups is the place where community members can view, join and participate in social groups. Group Members can post journal entries to a group and view details of other group members.

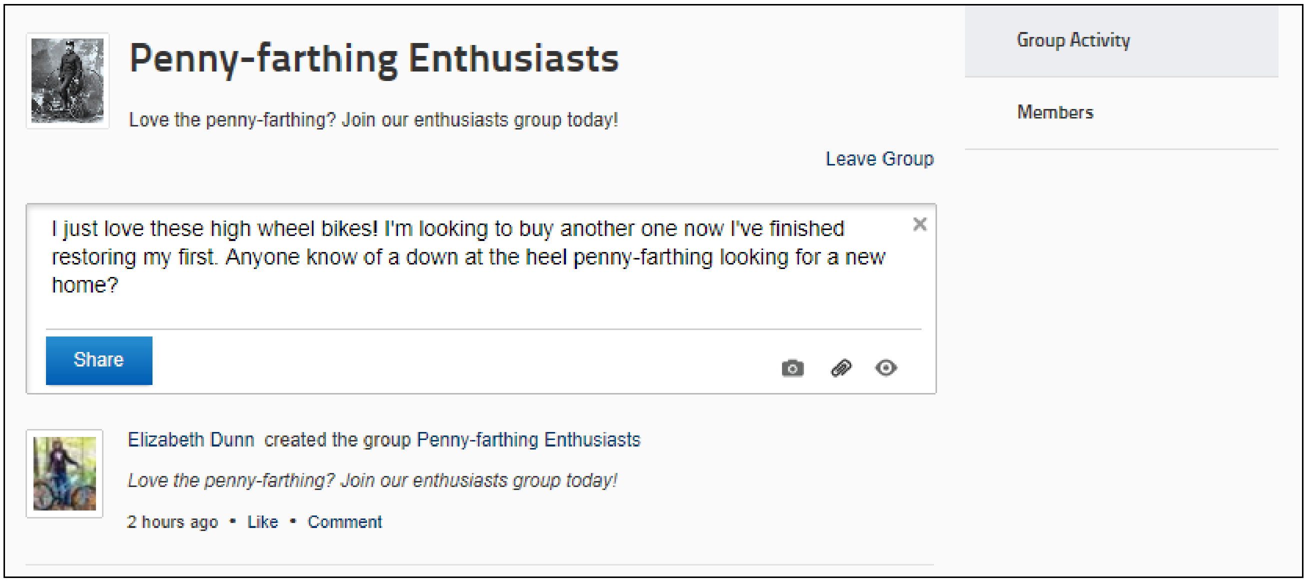
Adding a Social Group Journal Entry

How to post journal entry to a Social Group that you have joined. The entry will appear in both your profile and on the group activity page for that group. In the default setup of DNN Social group members can attach either a photo or a file to each post. Photo attachments display below the post and are scaled up or down to be a standard width of 250 pixels. File attachments display as a File icon above the linked file name.

Permissions. Community members must be logged into the site.

1. Navigate to the Groups page.
2. Click on the name of the required group.
3. In the "Tell the world something..." message box, paste or type your message. A maximum length is set for each message so if you paste in a message longer than the allowed message length, then the additional characters will be trimmed from the end of the message. Likewise, if you attempt to

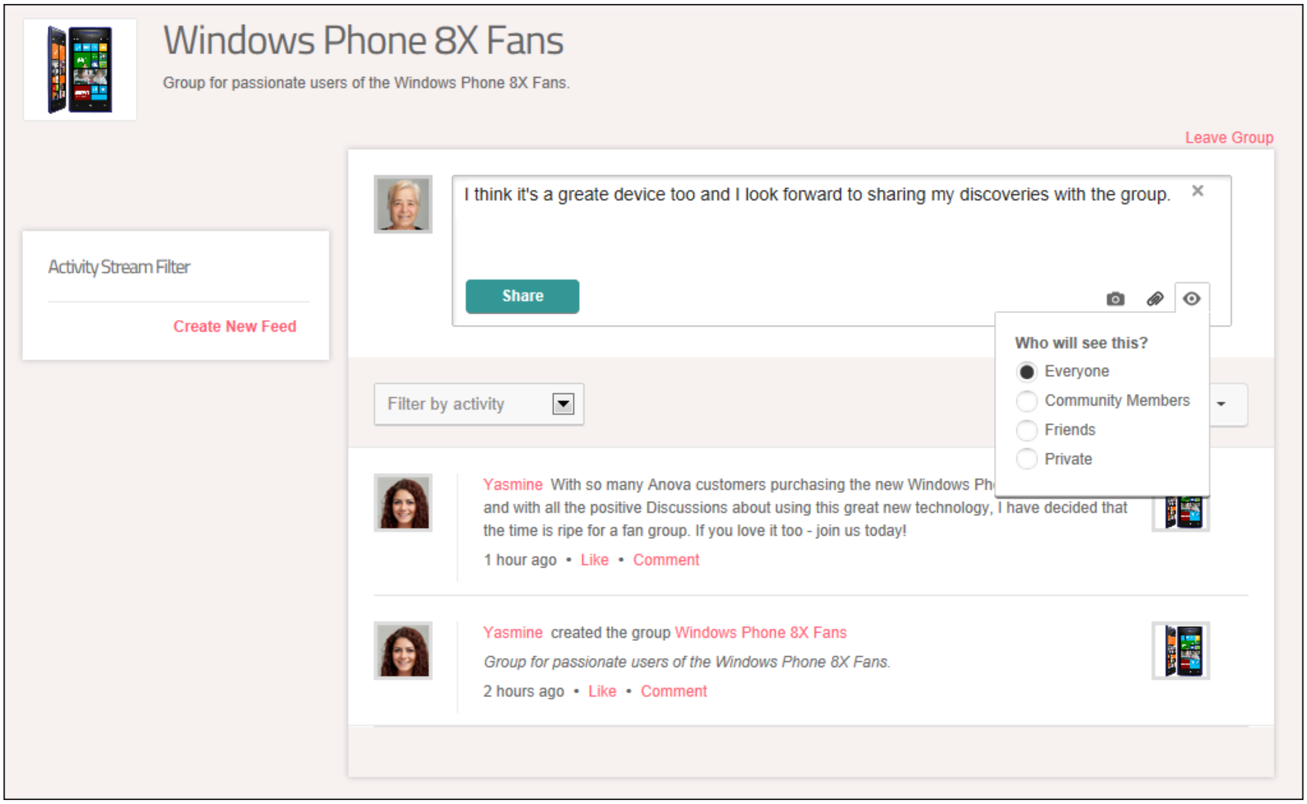
type in a longer message than is permitted you will be prevented from entering any additional characters once the maximum is reached. Note: You can cancel the new entry by clicking the **Cancel** ✕ button that is displayed in the top right corner once you commence entering the message.



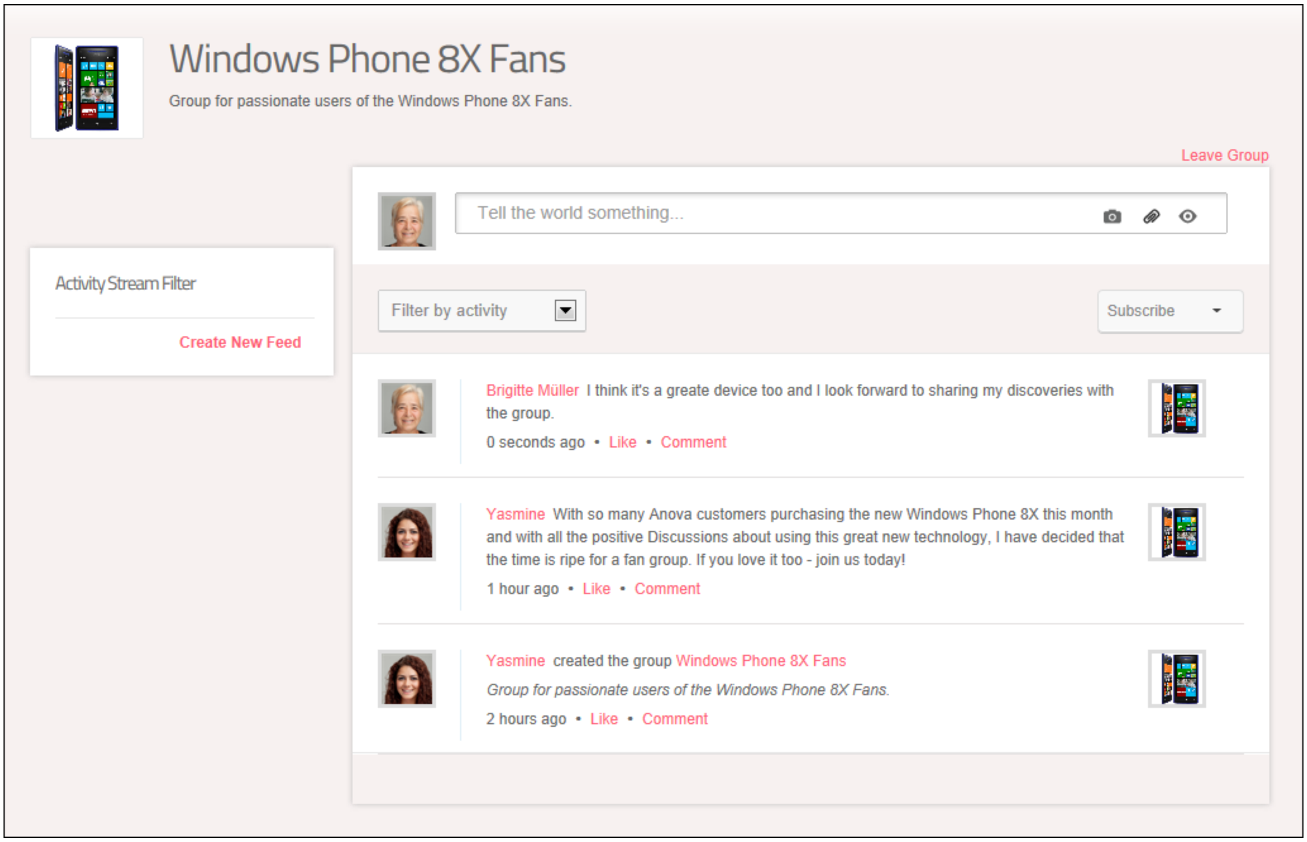
4. **Optional.** Click the **Photo** button to attach a photo to your post. This displays the **Select photo to share** section where you can choose from these options:
   - **Browse from site**:
   - **Upload from my computer**: Click this link and then navigate to and select the image.

     Once you have selected and uploaded the photo it will be displayed on the page.
5. **Optional.** Click the **Attachment** button to attach a file to your post. This displays the **Select file to share** section where you can choose from these options:
   - **Browse from site**:
   - **Upload from my computer**: Click this link and then navigate to and select the file.

     Once you have selected and uploaded the file a **File** icon is displayed indicating the file is successfully attached



6. **Recommended.** Click the **Share** icon to choose who can view this message from these options:
   - **Everyone**: Any site visitor or community member who can view this social group.
   - **Community Members**: Only members of this social group.
   - **Friends**: Only community members who are your friends.
7. Click the **Share** button. The post is now displayed below the message box. In the below example, a post with a file attachment has been added.

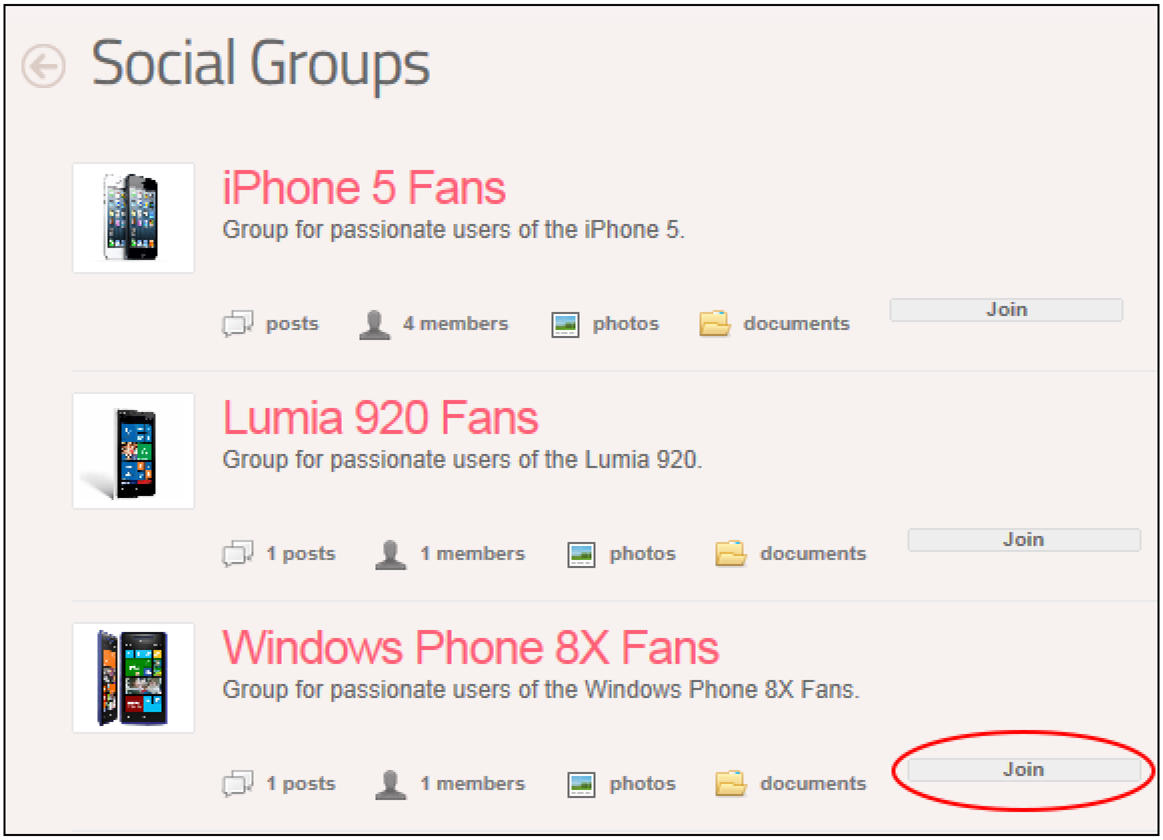


Joining a Social Group

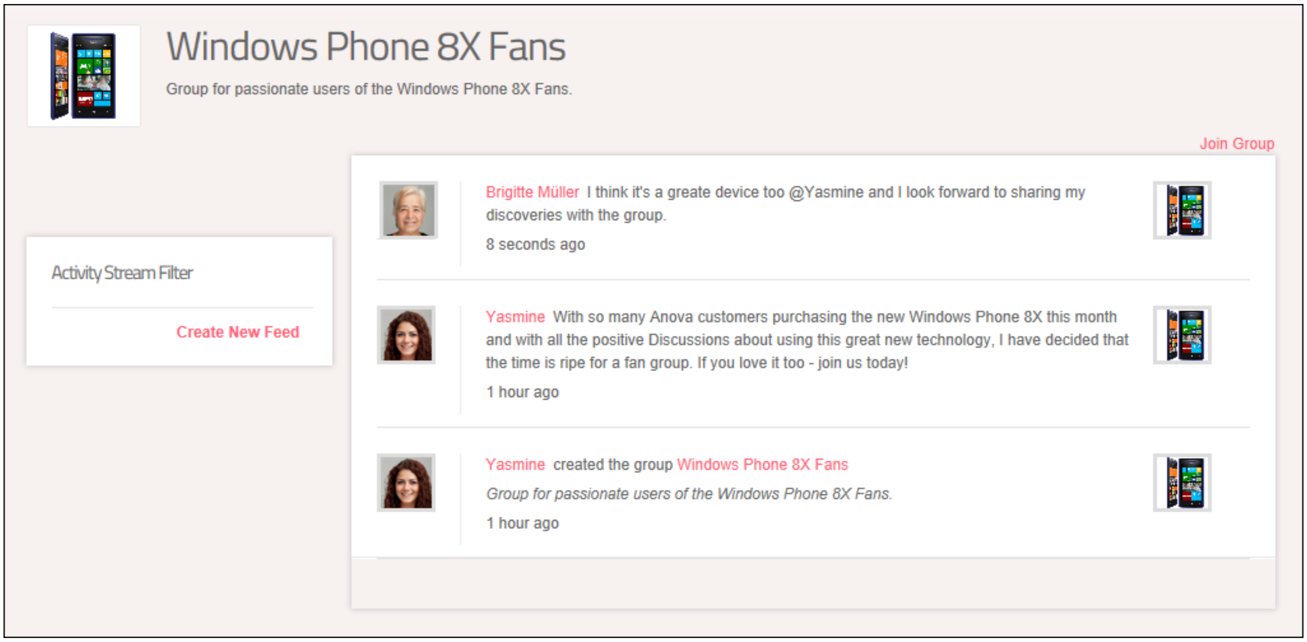
How to join a public social group and be granted access to post journal entries to the activity stream for the group, set-up group events and add group specific content (Answers, Discussions, etc.) if these content modules have been added to the Group Detail page.

Permissions. Community members must be logged into the site to view the join button.

1. Go to the Groups page. Here you will see a list of the social groups that you can join.
2. Click the **Join** button.



- OR - Click on the name of a Social Group to view more information about the group and view any existing journal entries and then click the Join Group link to join.



Depending on the setup of the Social Group, your request to join will be handled in one of these ways:

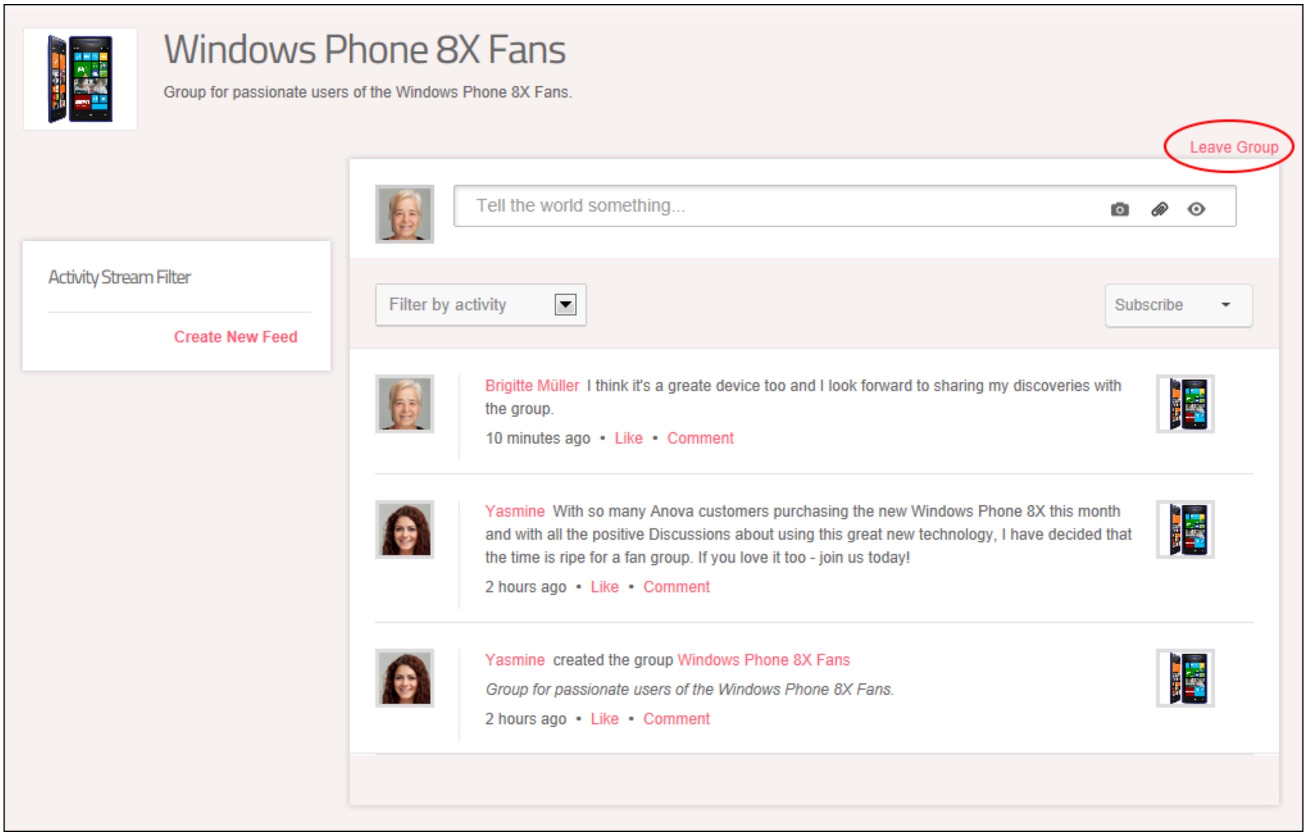
- You will be granted immediate access to the group and will be taken to the Group Activity page where you can add your first journal entry. See "Adding a Social Group Journal Entry"
- The Group Administrator (the person who created the group) will need to approve your request to join the group before access is granted. You will be sent a message when your request is processed.

Leaving a Social Group

How to leave a Social Group. Once you have left the group you will no longer be able to post to the group or read activity information posted to the group, however your existing activities will remain displayed in the group.

Permissions. Community members must be logged into the site.

1. Go to the Groups page.
2. Click on the name of the required Social Group.
3. Click the Leave Group link.


Windows Phone 8X Fans
Group for passionate users of the Windows Phone 8X Fans.
Leave Group
Tell the world something...
Activity Stream Filter
Create New Feed
Filter by activity
Subscribe
Brigitte Müller I think it's a greate device too and I look forward to sharing my discoveries with the group.
10 minutes ago • Like • Comment
Yasmine With so many Anova customers purchasing the new Windows Phone 8X this month and with all the positive Discussions about using this great new technology, I have decided that the time is ripe for a fan group. If you love it too - join us today!
2 hours ago • Like • Comment
Yasmine created the group Windows Phone 8X Fans
Group for passionate users of the Windows Phone 8X Fans.
2 hours ago • Like • Comment

Managing Your Community

A social community can be like a living organism. It may require care and attention in order to reach its full potential. Some of the efforts may need to occur before the site is even launched. Each module can be configured by an admin to finely tune its behavior. Gamification rules and rewards can be decided upon and new rewards can be created if necessary. Clear outlines for the roles and responsibilities of moderators and Community managers may need to be defined.

Once the flood gates are opened and the site comes alive, constant monitoring will keep things running smoothly. Moderators need to watch their notifications to see if action is required from the various modules. Perhaps an idea needs to be approved, a forum topic moved or a rude comment deleted. Depending on how the roles are defined, community managers may be asked to foster involvement and promote interactions between community members. The community managers are agents of the site, tasked with keeping the discussions flowing in positive directions.

One of the best tools for monitoring the status of the site is the Social Dashboard which provides a quick overview of the site, along with detailed metrics of member activities.

Moderating Content

There are three distinct roles in DNN Social which are involved with moderating content; administrators, moderator and community managers. Administrators can view pages in edit mode and configure the modules. They also configure the gamification settings for the site. They may or may not take part in the actual moderation on the site, but they still receive the notifications if they wish to do so. Moderators are tasked with approving or denying posts, ideas, groups and other content items. They must also respond to user flagged content. They are the gate keepers in a site which moderates content. Community Managers are responsible for engaging users and promoting interactions. They can report posts, participate in discussions and provide answers. Community Managers do most of their moderation while browsing the individual modules. This includes editing posts, deleting posts, replying to questions and updating tags. Moderators can perform their duties for each of the modules from the notifications tab in the private messaging interface.

Content Areas

Answers

About Answers

Answers provides a platform where community members with questions, experts providing the answers and the site owners all benefit.

When a community member has a question, instead of contacting the site administrators or support team, they may get faster results by asking their question here and reading the existing Answers. Frequently asked questions will appear when they search, and if they have a new question, other community members who are on the site can respond quickly. This concept is referred to as "crowdsourcing" (http://en.wikipedia.org/wiki/Crowdsourcing).

Knowledgeable community members or members of the site's support team can provide answers here. These answers will then be publicly available which can help to reduce repeated questions. Members who answer questions may receive points for relevant comments or correct answers.

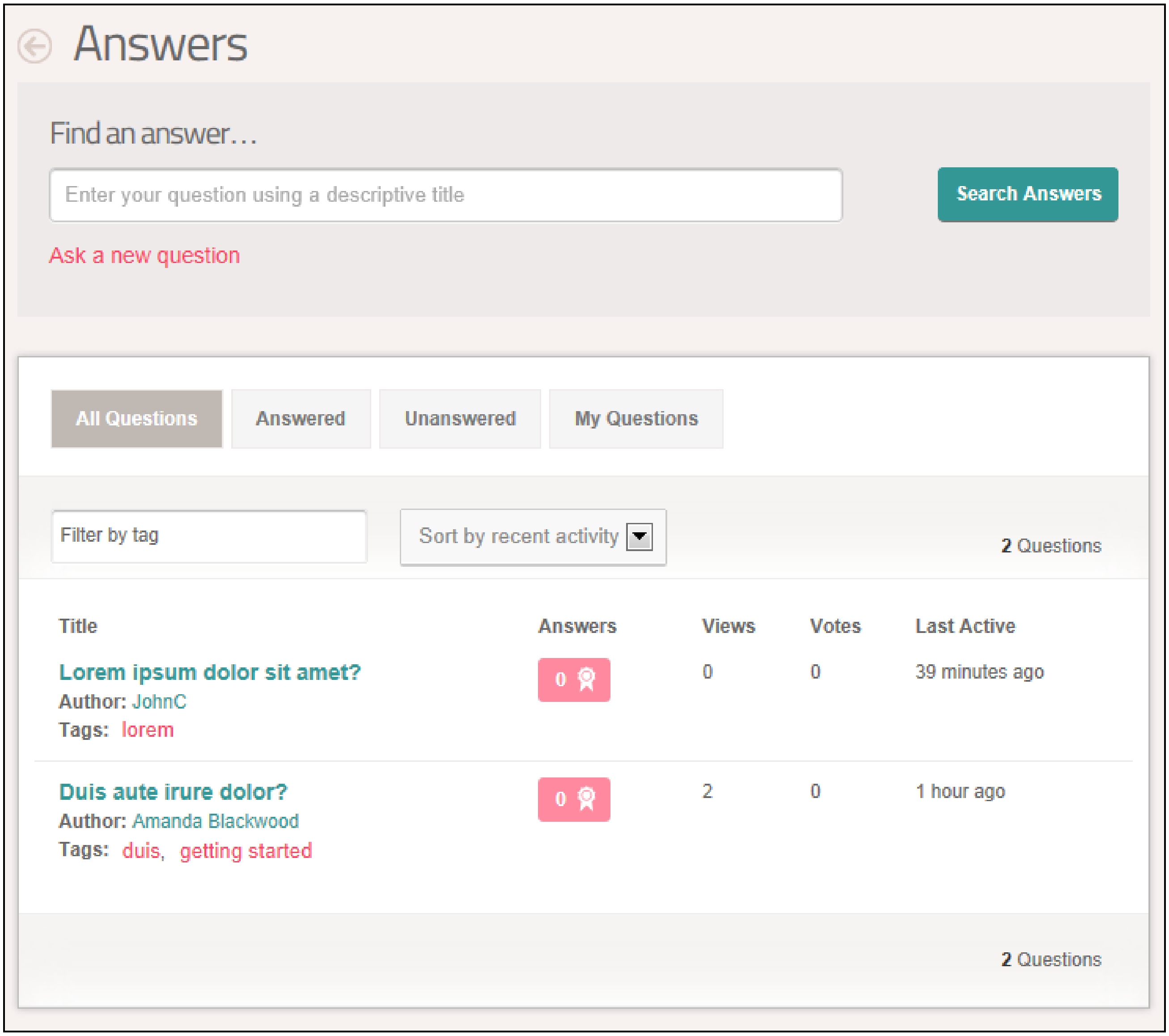
The owners of the site benefit in many ways. In general, Answers activities adds content to the site, which will in turn increase site traffic. However, there are also things to consider to optimize the usefulness of Answers.

There needs to be a critical mass of community members who are capable of providing quick, accurate, and easily understood answers. The community members who provide answers may be regular community members, hand-picked experts or employees of the site owner. But if a member asks a question and doesn't receive answers in a timely manner, they may go elsewhere.

As with any community generated content, there is the potential for undesirable posts. Community managers or other administrative roles need to be responsive to reports from community members. Reports could be for spam, rude comments, off topic posts, repeated questions, or any number of other reasons. To compliment this, the points system can function as a way for community members to promote constructive content and discourage unhelpful posts, without the intervention of a moderator. Questions and comments may be voted up if they are popular otherwise interesting. However moderators will also need to watch for members who try to "game the system" by up or down voting posts not based on their content.

Features

- Community members can provide feedback by voting, adding comments, flagging or liking an answer.



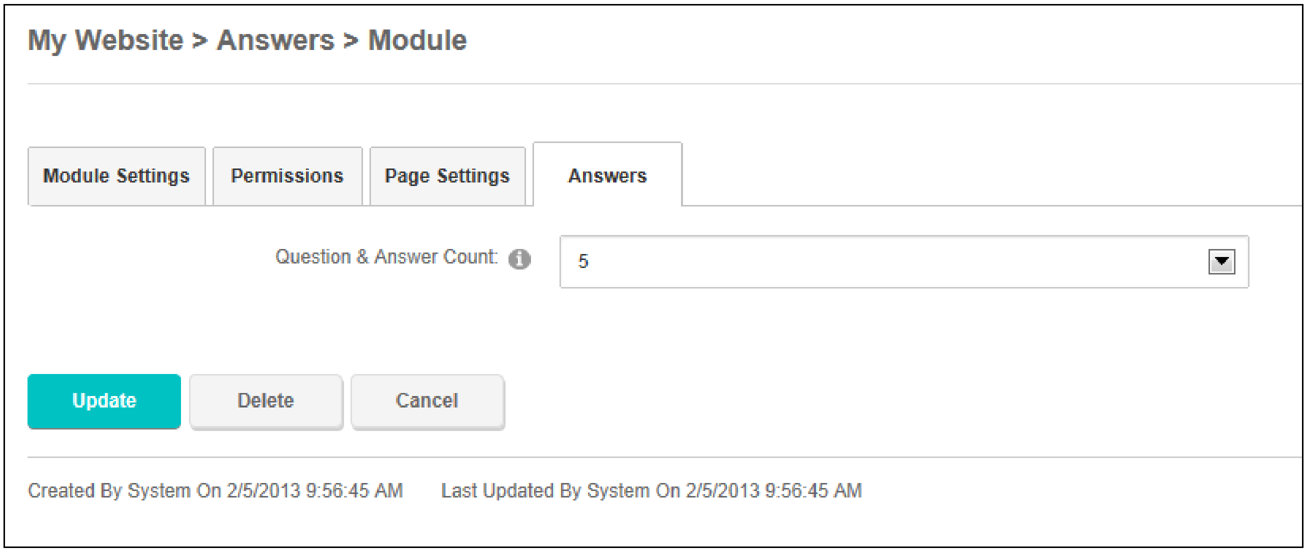
Configuring Answers Settings

How to adjust the number of questions and answers displayed on the Answers page.

Permissions. Administrators only.

1. Go to the Answers page.
2. Select **Settings** from the module actions menu.

3. Select the **Answers** tab.
4. In the **Question & Answer Count** text box, enter the number of questions and answers to be displayed at one time. If there are a greater number of questions and answers than set, then the pager control will be displayed. The default setting is five (5) items.

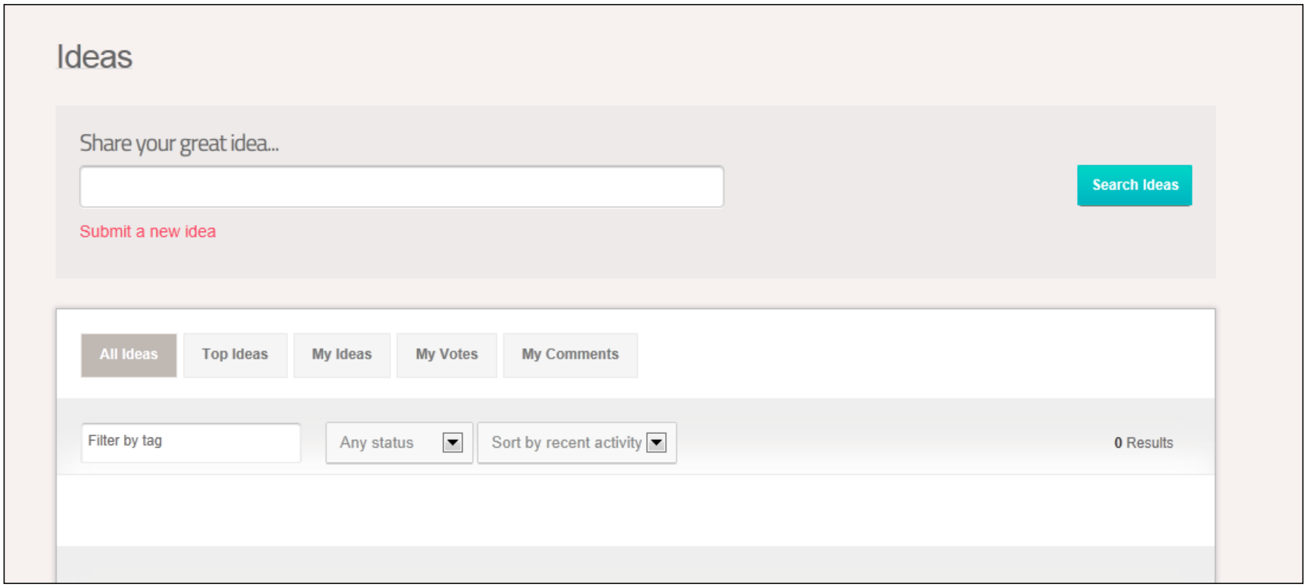


5. Click the **Update** button.

Ideas

About Ideas

Ideas provides community members with a way to share their thoughts and suggestions with each other as well as administrators. The variety ideas posted may vary from site to site. It could be ideas regarding a product sold by the site owners, ideas about the social network, or another topic entirely. Users can search for existing ideas or create their own. When a user finds an existing idea, they can add their votes to it. A user has a limited amount of votes they can use at any one time. They can add all their votes to a single idea, or spread them out amongst multiple ideas. To get their votes back, they can remove them from ideas they previously voted for. This system forces the users to be selective regarding what they want to vote for. When an idea is approved or otherwise closed, all users which voted on it get their votes returned. Aside from user generated ideas, Ideas can also be restricted to only allow specific ideas. When configured this way, Ideas works as a poll.



Configuring Ideas Settings

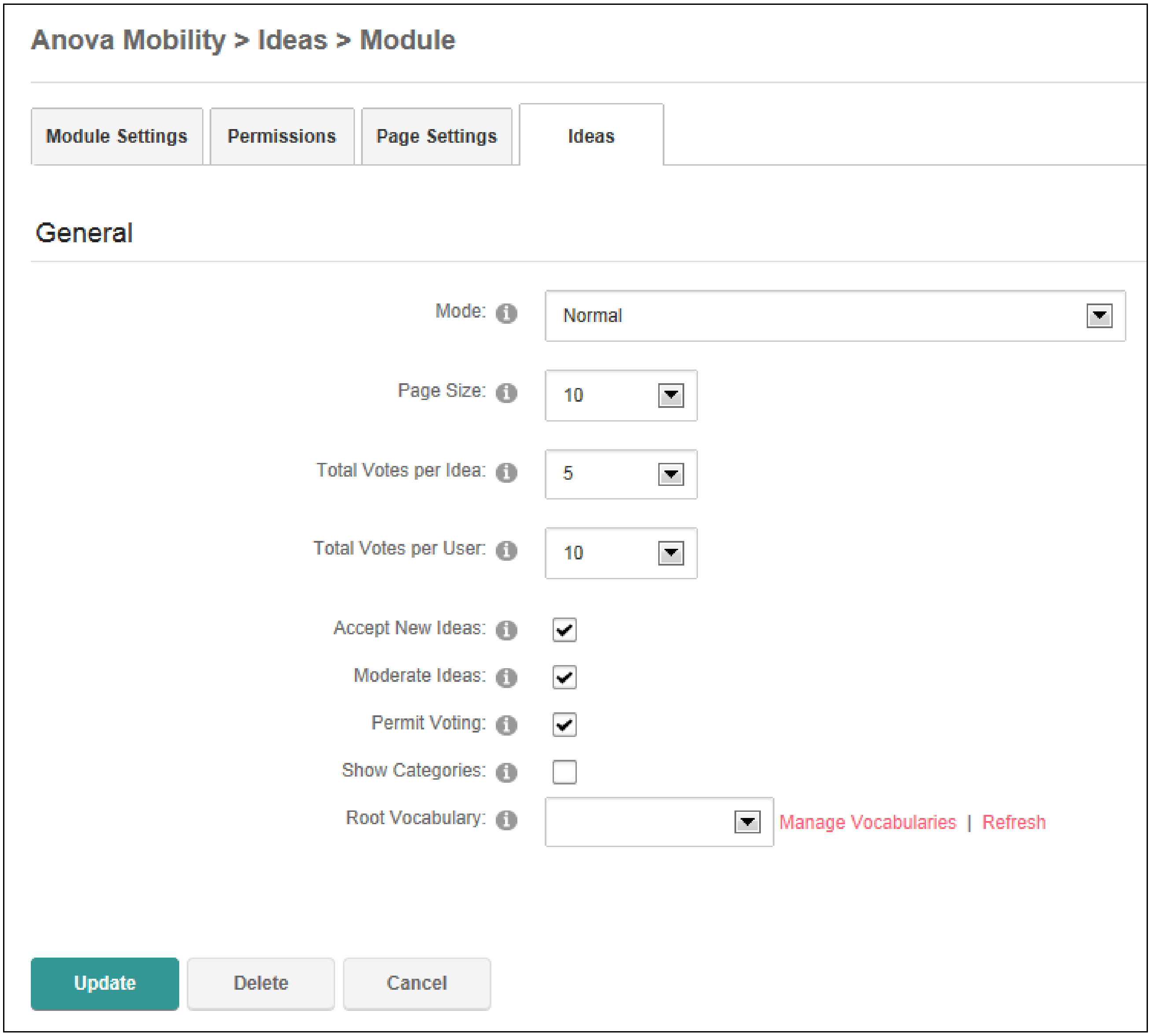
How to configure the module settings for Ideas.

Permissions. Administrators only.

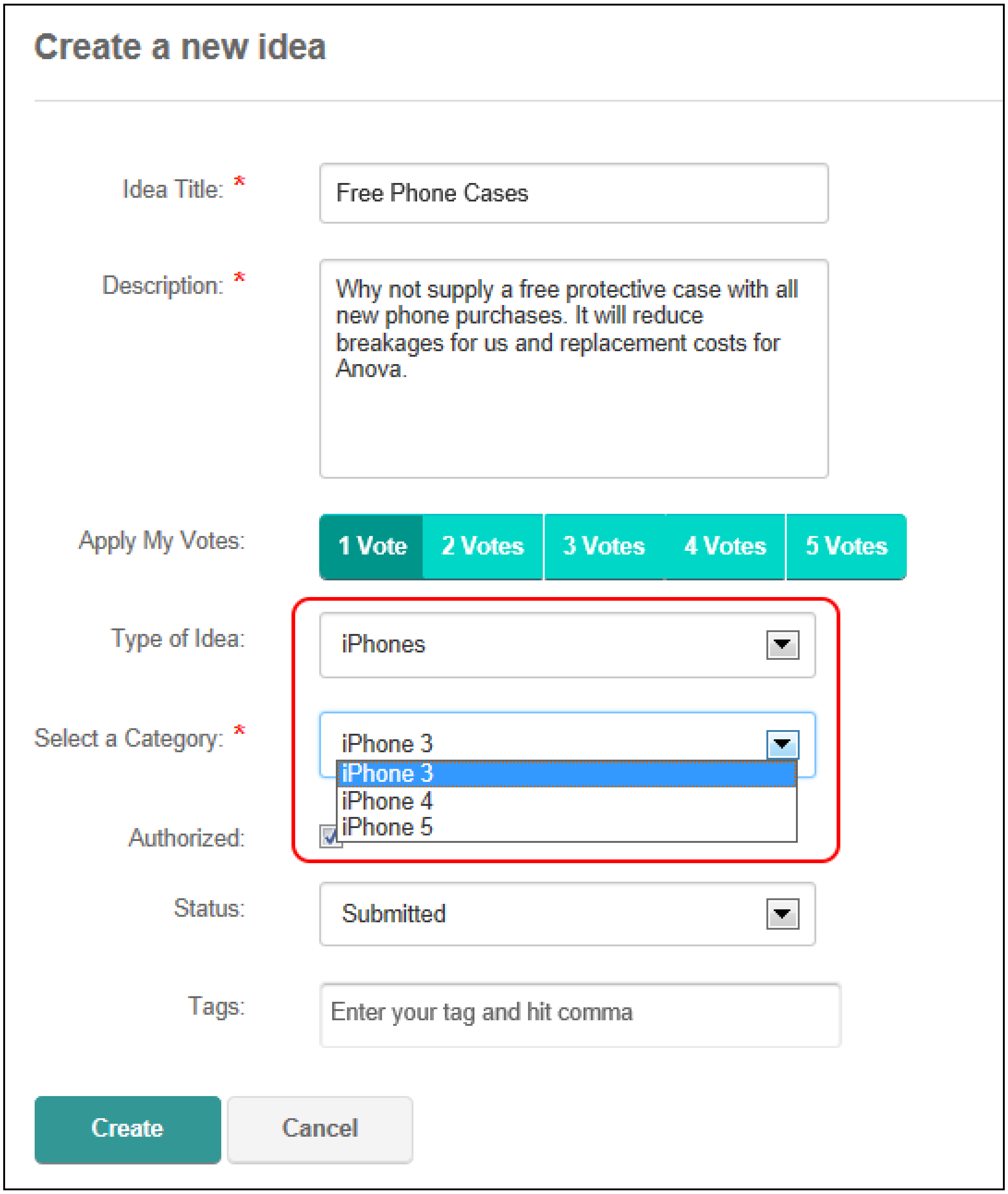
1. Go to the Ideas page.
2. Select **Settings** from the module actions menu.
3. Select the **Ideas Settings** tab.
4. Expand the General section.
5. At **Mode**, select **Normal** or **Group**.
6. At **Page Size**, select the maximum number of ideas that are displayed in multiple listing views at one time. The default setting is 10.
7. At **Total Votes per Idea**, select the total number of votes that a community member can to assign to any single idea. The default setting is 5.
8. At **Total Votes per User**, select the total number votes allotted to each user for all ideas (within this module instance) for the lifetime of this survey. Keep in mind, votes can be changed at any time and delivered ideas also go back into the user's voting pool as long as voting is enabled. The default setting is 10.
9. At **Accept New Ideas**, check the check box to users will be permitted to submit ideas of their own. If administrators wish to conduct a survey for voting based on their own ideas, disabling this is recommended..

10. At **Moderate Ideas**, check the check box if all new ideas must be moderated before being displayed to the public.
11. At **Permit Voting**, check the check box if users will be permitted to vote on ideas. If administrators wish to discontinue voting (or 'end a survey'), they can uncheck this to disable voting for this module instance but still permit the results/ideas to be displayedSee "Editing Blog Settings"
12. At **Show Categories**, check the check box to require user to select a category when adding a new idea.
    1. At **Root Vocabulary**, select a hierarchical vocabulary to be used as idea categories. All top level categories of this vocabulary will be the basis for the parent category selection when adding an idea. In turn, all the children of those parent categories are also required for creation of a new idea.

       Since there are no hierarchical categories in the default setup, you will need to create one before any options are displayed in the drop down list.
        1. Clicking the Manage Vocabularies link to open the Admin > Taxonomy page. Create a hierarchical vocabulary and then close this web browser.
        2. Click the Refresh link to view the new vocabulary in the drop down list.
        3. Select the new vocabulary.
13. Click the **Update** button.



Module Settings for Ideas



Adding an idea when Show Categories have been enabled

Blogs

About Blogs

The Blogs module gives community members and the site a way to distribute content articles to registered and anonymous members of the site. Quality blog post have the dual benefit of attracting new members, and providing information to existing members. Blogs differ from other content types in DNN Social in that they are usually fully formed articles, as opposed to simple ideas or questions; although they can spark further discussion in the comments section.

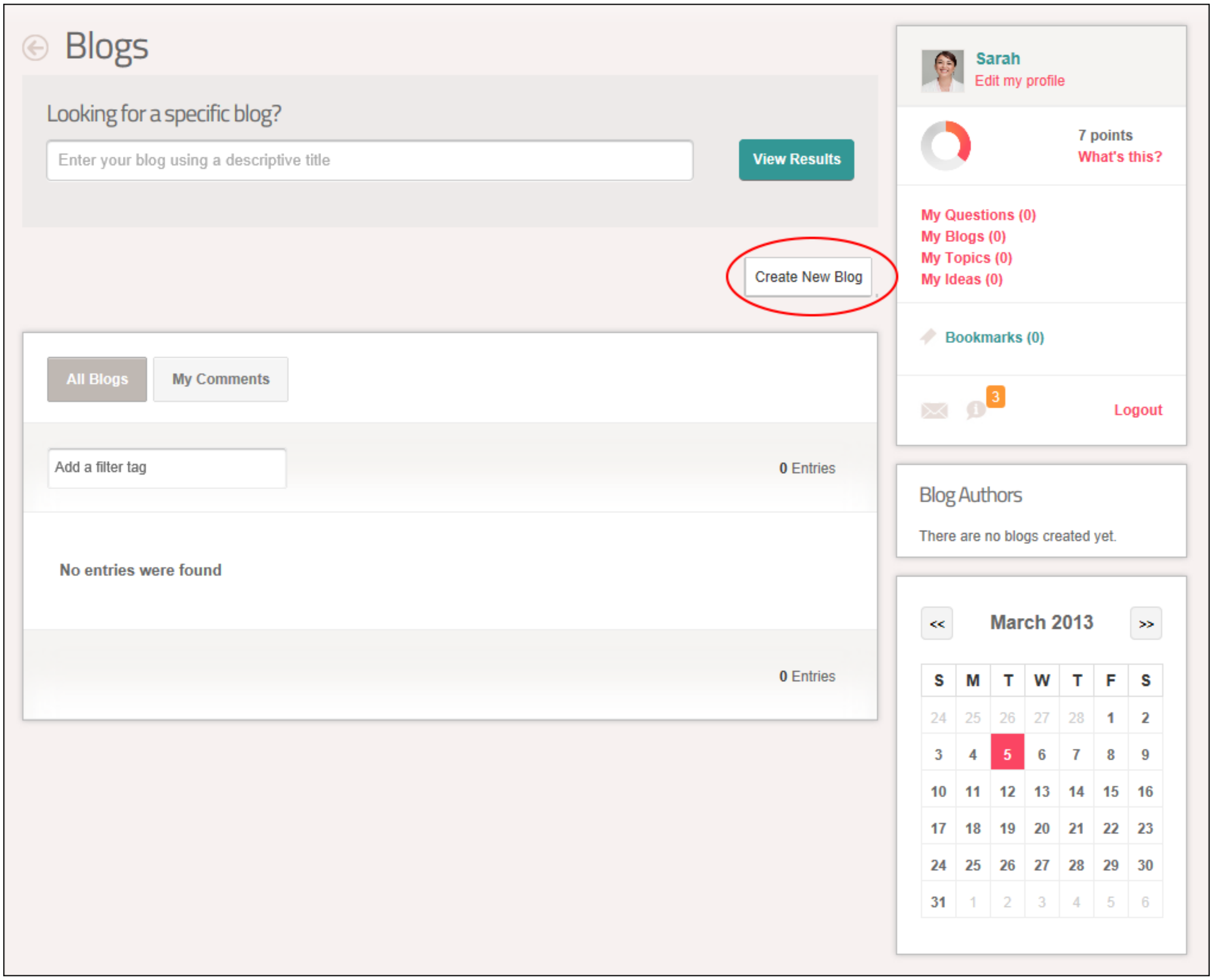
A blog is a group of entries which have a common theme or author. A blog can either be authored by a single person, have multiple contributors or even have multiple contributors acting as a single persona called a ghost writer. When a blog is created, only the name, author(s) and a few minor options are selected. An entry for the blog has further characteristics, such as tags, publish date and a title. It also contains the content. The content is entered using a rich text editor, although some members will prefer to write offline and simply paste the contents into the text input. Once a blog entry has been created, members can search for it, read it, and then add comments.

Creating a New Blog

How to create a new blog.

Permissions. Only Administrators can create a blog.

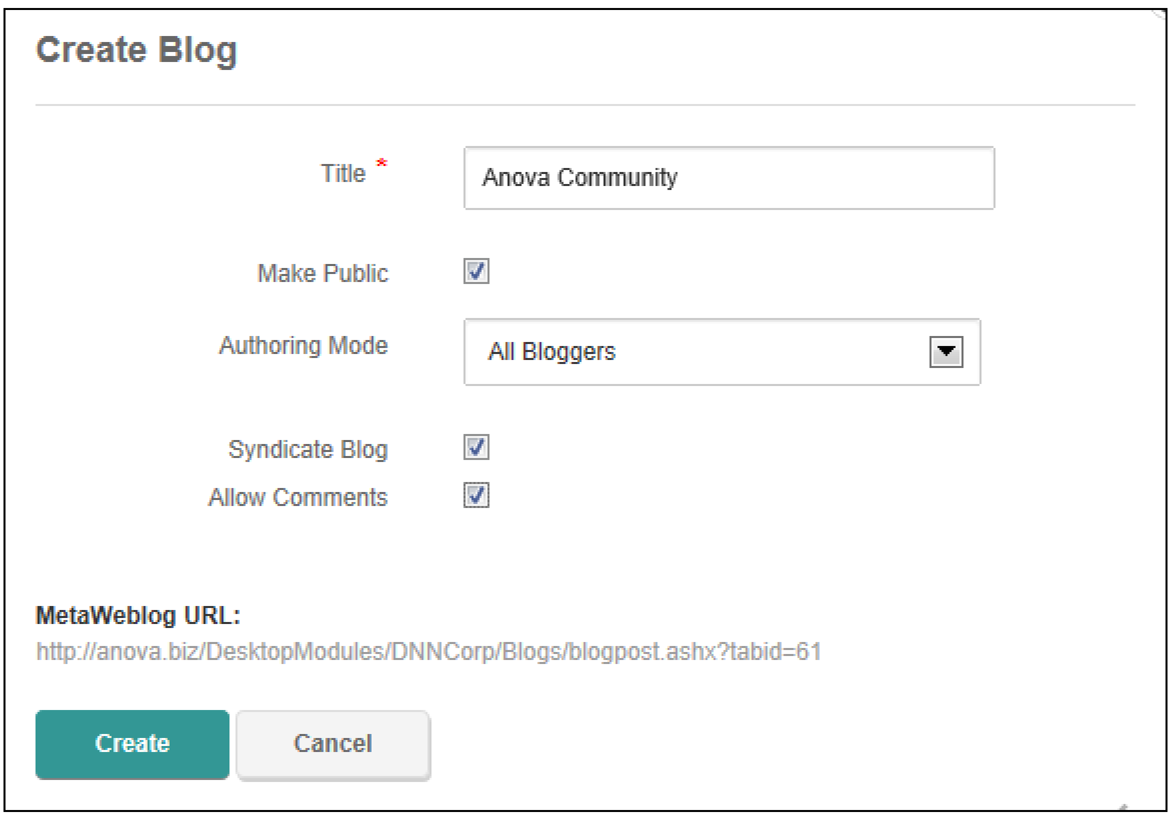
1. Go to the News page.
2. Click the **Create New Blog** button.



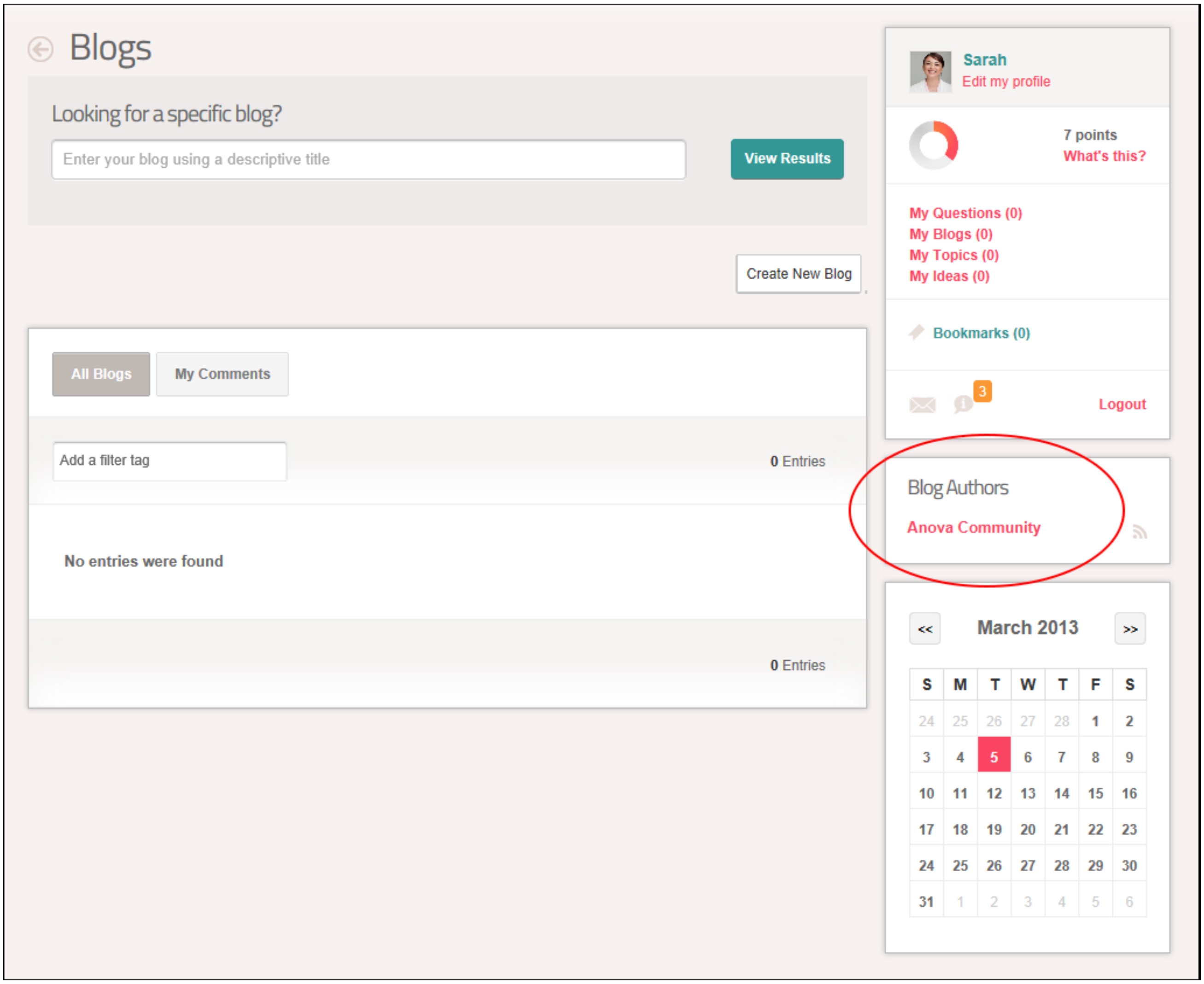
3. In the **Title** text box, enter the title for your blog. This title is displayed at the top of your entry list and in the blog directory.
4. At **Make Public**, select from these options:
   - Check the check box to make this blog viewable to all users who are authorized to view this Blogs module.
   - Uncheck the check box to set this blog as private. Private blogs can only be viewed by the blog owner. I.e. they cannot be viewed by any other user including administrators. This is the default setting.
5. At **Authoring Mode**, select from these option:
   - **Personal**: Select this option if the blog owner is the only member who can post to this blog. This is the default setting.

- **Ghost Writer**: Select this option to allow both the blog owner and ghost writers to post to this blog. Entries posted by ghost writers will appear to be authored by the blog owner.
- **All Bloggers**: All users and roles that have been granted "Blogger" permissions for Blogs, with the exception of ghost writers, are permitted to post to this blog and each blogger will be credited as the entry authors.

6. At **Syndicate Blog**, select from these options:
   - Check the check box to make this blog available to site visitors via RSS. This displays an **RSS** icon beside the blog name in the list of available Blogs.
   - Uncheck the check box to disable syndication. This is the default setting.
   - At **Allow Comments**, select from these options:
     - Check the check box to allow community members to post comments by displaying a comments area below posts.
     - Uncheck the check box to remove the comments section. This is the default setting.



7. Click the **Create** button.
8. Personal blogs are now ready to being adding posts. Group blogs (all bloggers) and blogs that permit ghost writers now require you to add the users and roles who can post to these types of blogs. See "Modifying User Permissions for Blogs"



Editing Blog Settings

The settings chosen when a blog is created can be changed at any time by the following types of bloggers:

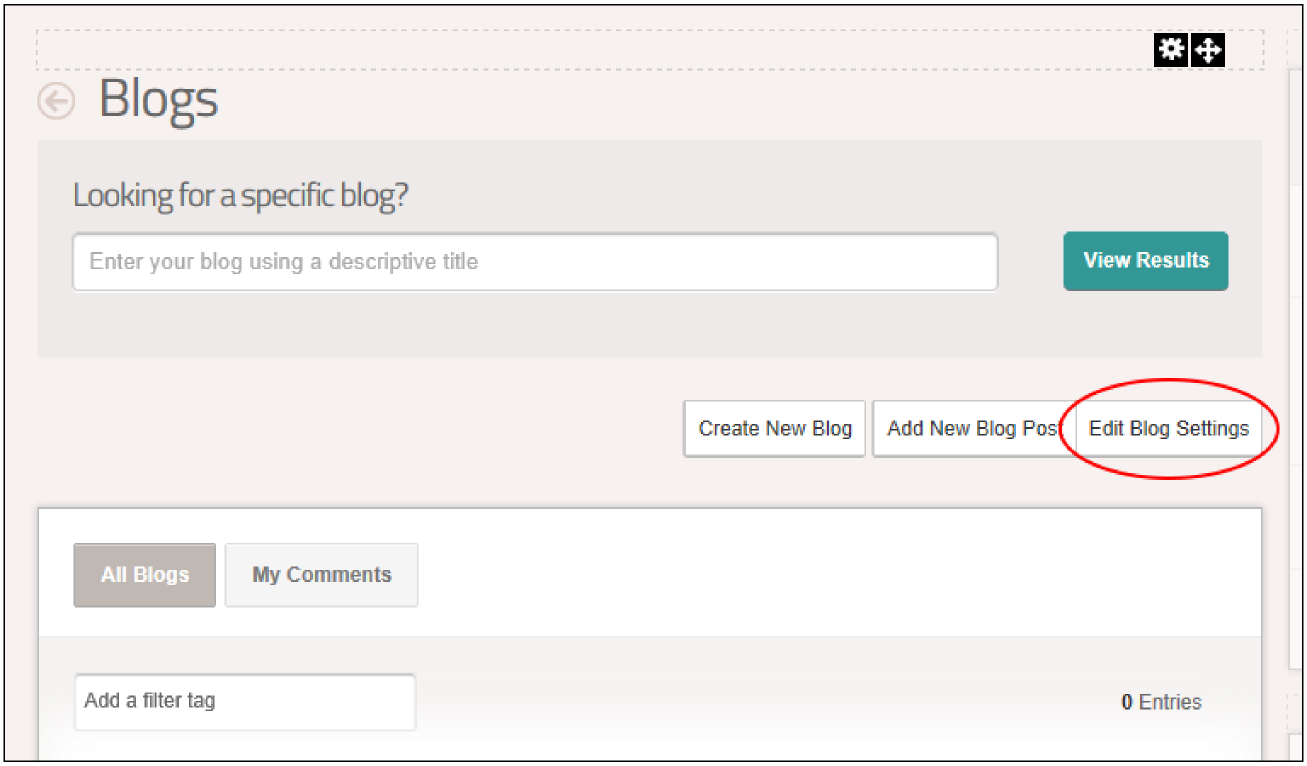
- Personal blogs can be edited by that blogger
- Ghost Writer blogs can be edited by both the blog owner and all ghost writers
- All Blogger blogs (group blogs) can be edited and any members who is authorized to post to the

blogs

- Administrators can update the setting for all blogs.

1. Click the **Edit Blog Settings** button displayed above blog posts.

For details of the fields displayed, See "Creating a New Blog".



Configuring Blog Settings

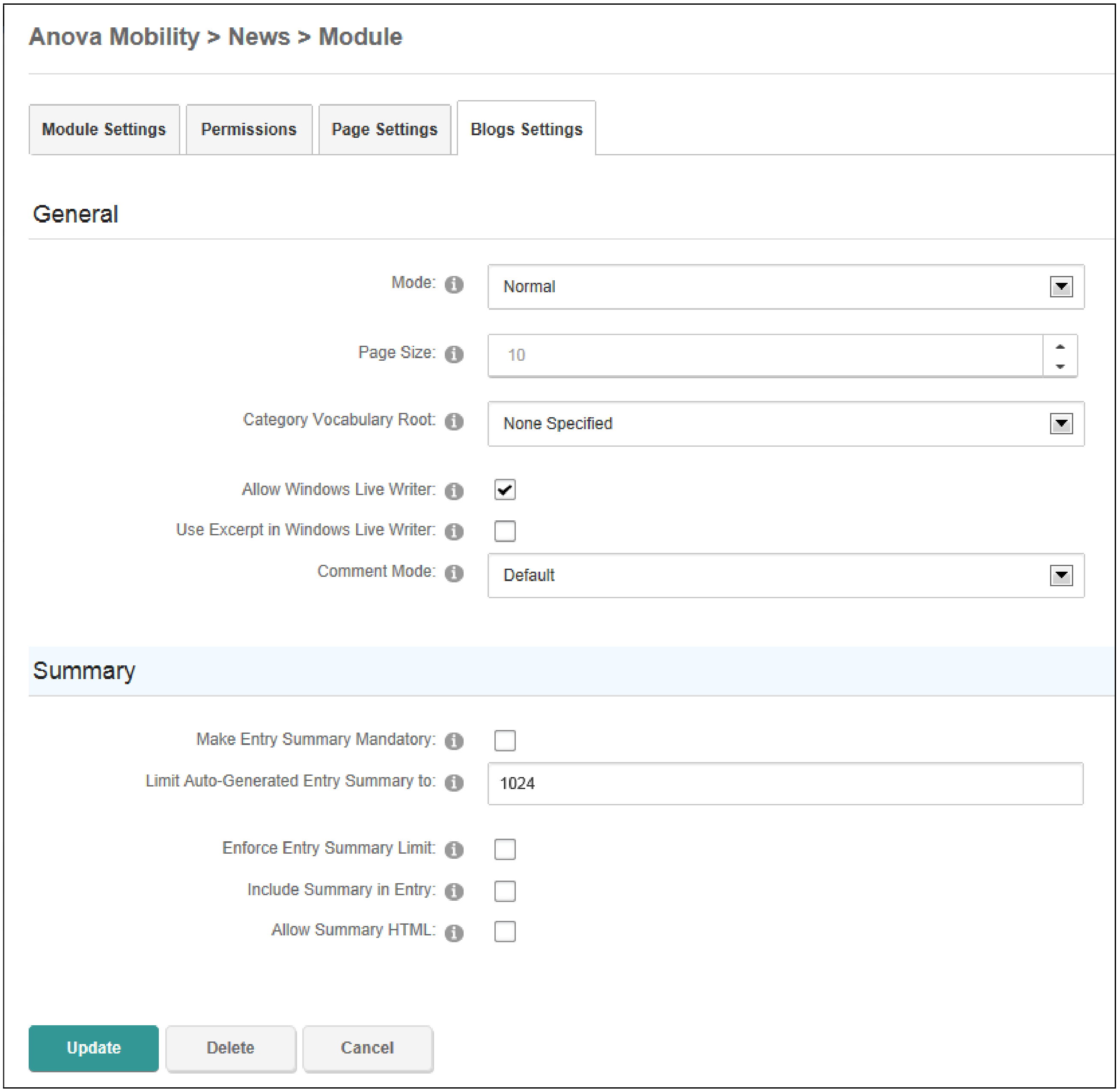
How to configure the module settings that will be applied to all Blogs.

Permissions. Administrators only.

1. Go to the News page.
2. Select **Settings** from the module actions menu.
3. Select the **Blogs Settings** tab.
4. Expand the General section and edit any of these settings:
    1. At **Mode**, select **Normal** or **Group**.
    2. At **Page Size**, use the **Up** and **Down** buttons to increase or decrease the number of blog entries that are displayed on the page. The pager control will be displayed if there are more blogs entries than the number selected. The default setting is 10.

3. At **Category Vocabulary Root**, portal level vocabulary root must be specified in order for categories to be available to bloggers for selection.
4. At **Allow Windows Live Writer**, check the check box to allow bloggers to use Windows Live Writer (or other remote blogging tools that use the MetaWeblog API) to post and edit blog posts - OR - uncheck the check box to disable this feature.
5. At **Use Excerpt in Windows Live Writer**, check the check box to enable the bloggers to use the Excerpt text box in Windows Live Writer at the bottom to create a summary of the post in plain text. Any split in the post will be ignored and the excerpt will be used instead. This is useful if you want to ensure the summaries are text only (I.e. not HTML).
6. At **Comment Mode**, select **None** to remove the ability to add comments from all blogs - or - select **Default** to allow bloggers to choose whether comments are permitted on their blog. See "Creating a New Blog" and See "Editing Blog Settings"

5. Expand the General section and edit any of these settings:
   1. At **Make Entry Summary Mandatory**, check the check box to require all bloggers to enter a summary for each blog post. This forces authors to customize their blog summary so that it isn't just text taken from the beginning of the blog post - OR - uncheck the check box to set the summary as optional. This option is unchecked by default.
   2. In the **Limit Auto-Generated Entry Summary To** text box, enter the maximum number of characters for auto-generated summary of blog entries. To set no limit, enter a value of 0. Use the advanced option labeled "Enforce Entry Summary Limit" to also truncate entries with summaries. The default setting is to only truncate auto-generated summaries
   3. At **Enforce Entry Summary Limit**, check the check box to cause both auto-generated and actual entry summaries to be truncated based on the value entered in the "Limit Auto-Generated Entry Summary To" setting above.
   4. At **Include Summary in Entry** check the check box to display summaries (if available) on the top of the single entry view - or - uncheck the check box to display summaries in the Blog List and the Activity Stream.
   5. At **Allow Summary HTML**, check the check box to display the WYSIWYG editor at the Summary field which permit bloggers to enter HTML into summaries. This is the default setting. - OR - uncheck the check box to display a plain text box at the Summary field to prevent HTML being entered. If a blogger manually enters HTML into the summary it will be displayed in plain text exactly as entered.
6. Click the **Update** button.



Modifying User Permissions for Blogs

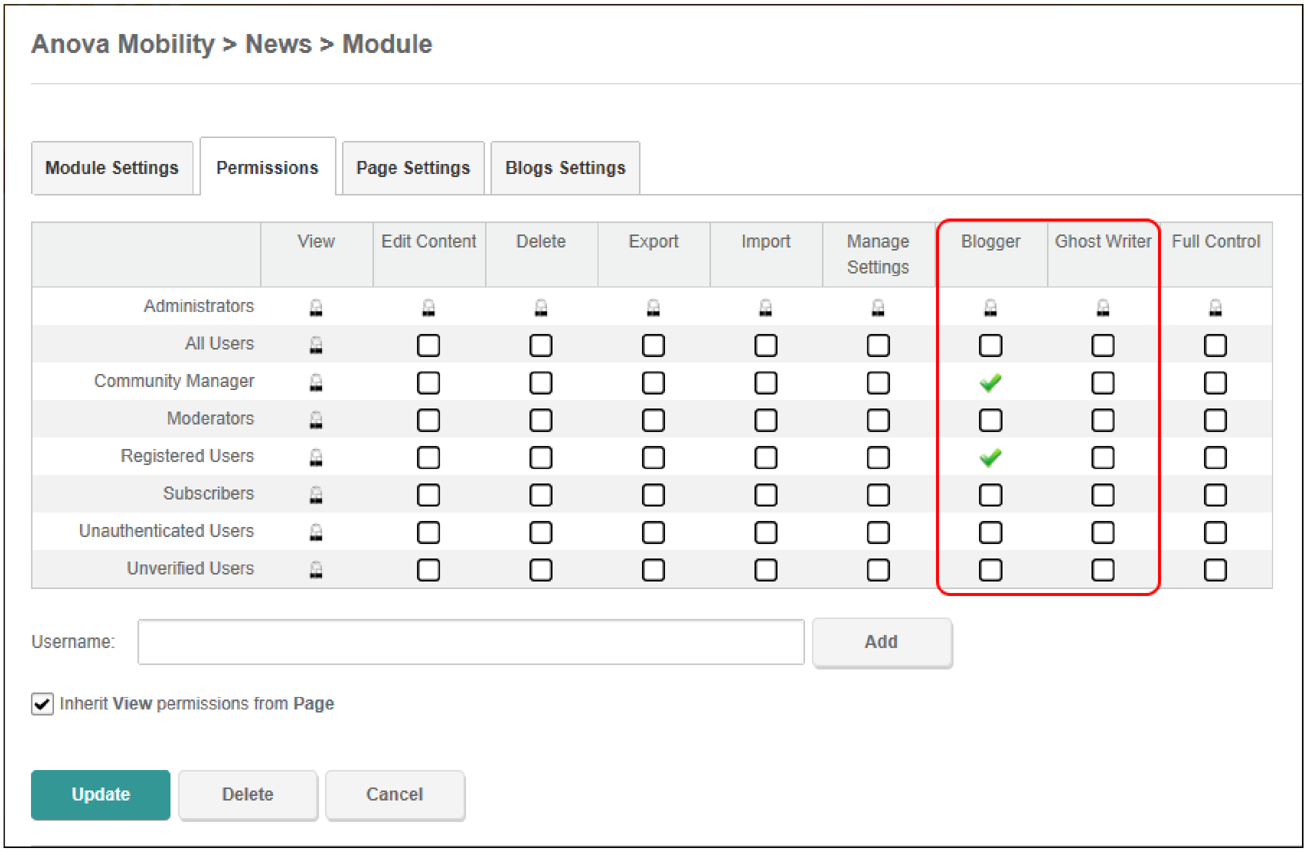
How to modify pre-configured permissions for group blogs and ghost writers.

Permissions. Administrators only.

1. Go to the News page.
2. Select **Settings** from the module actions menu.

3. Select the **Permissions** tab.
4. **Optional.** In the **Username** text box, enter the username of the user that you want to grant or deny permissions to and then click the Add link. Repeat this step to add additional usernames.
5. **Optional.** At **Filter By Group**, select from the following options:
   - **< All Roles >**: Select to view all roles (both global and group roles) in one single list.
   - **< Global Roles >**: Select to view all roles which are not associated with a Role Group. This includes Administrators, All Users, Registered Users, and Unauthenticated Users.
   - **[Role Name]**: Select the name of a Role Group to view the roles within that group.
6. **Optional.** At **Inherit View permissions from Page**, select from these options:
   - Check the check box if the users who are authorized to view the Blogs page are always authorized to view blogs. This displays the **Security Locked** image in the View Module column indicating that the view security is 'locked'. Skip to step 7.
   - Uncheck the check box to set different permissions for viewing Blogs than set for the Blogs page. If you choose to uncheck this option, the check boxes at View Module will become available.
7. In the **Blogger** column you can either set the users who can create blogs and add blog entries to their own blogs. Start by clicking on the check box beside a role/username repeatedly until the correct permission is displayed. The following options are available:
   - **Not Specified**: Permissions are not specified. Users cannot create or post to Blogs unless they belong to another role/username that has been granted permissions.
   - **Permission Granted**: Users can create or post to Blogs. Community managers are granted permission in the default setup.
   - **Permission Denied**: Users cannot create or post to Blogs. If these users have been granted permission to edit the content under another role/username, this setting will override those permissions and prevent them from blogging.
8. In the **Ghost Writer** column you can set the users who can add posts to Ghost Writer blogs, although all posts will be credited to the blogger owner. Start by clicking on the check box beside a role/username repeatedly until the correct permission is displayed. The following options are available:
   - **Not Specified**: Permissions are not specified. Users cannot post as a ghost writer to blogs unless they belong to another role/username that has been granted permissions.
   - **Permission Granted**: Users can create or post to blogs as a ghost writer.

- **Permission Denied**: Users cannot create or post to blogs as a ghost writer. If these users have been granted permission to edit the content under another role/username, this setting will override those permissions and prevent them posting to Blogs.



9. Click the **Update** button.

Discussions

About Discussions

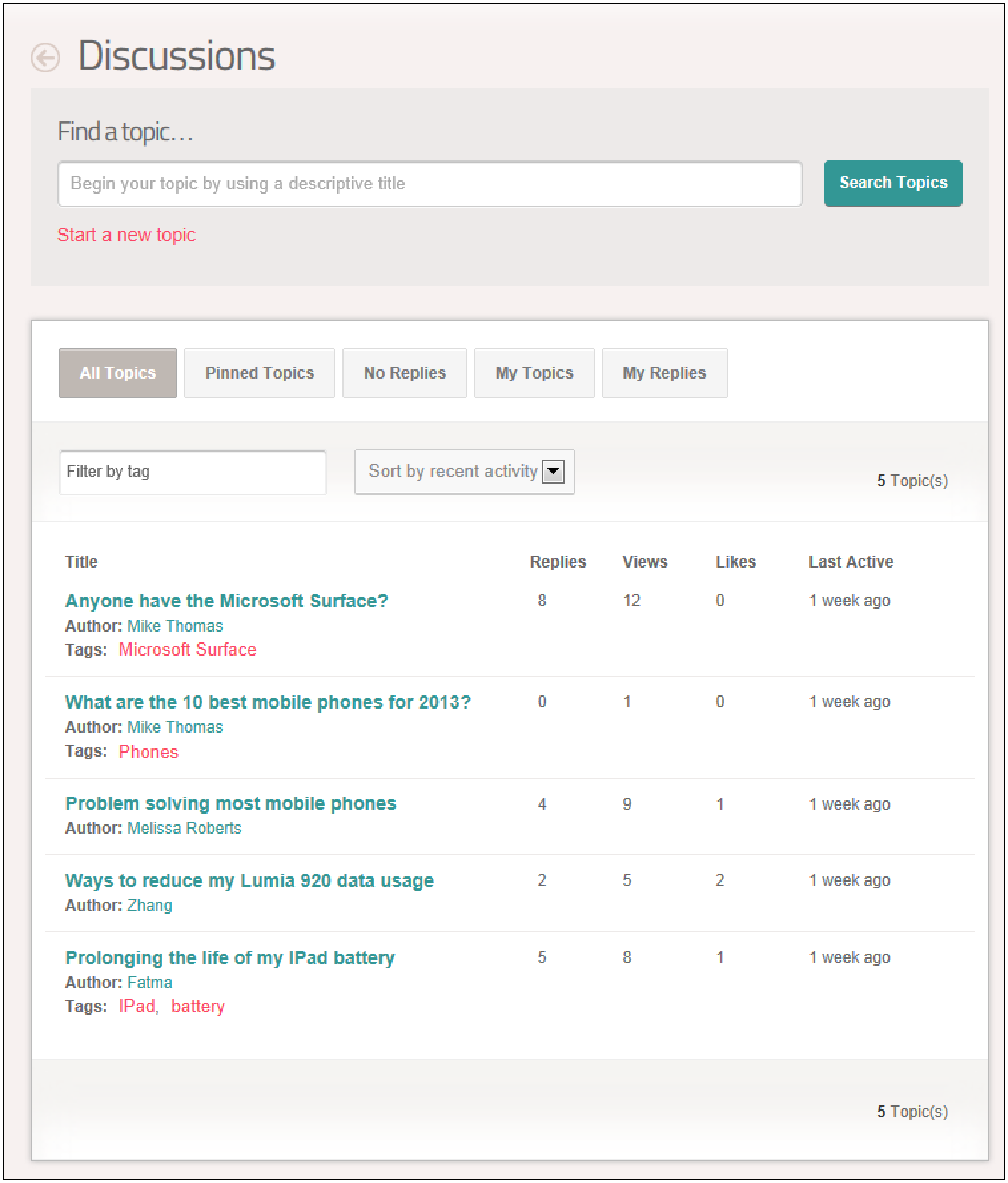
Discussions provides an accessible forum for conversations between community members. The interface will seem very similar to Answers, Ideas and Blogs, however Discussions is utilized for a specific type of content. When a member wants to discuss topics which are not complex or lengthy enough to be a blog or that are not difficult questions that need a quick answer; then Discussions is best suited. Topics in Discussions can receive hundreds or thousands of replies, and can remain active for weeks and months. These topics are one of the best places for members to get to know each other and share their views.

Unlike the Blogs, Answers and Ideas content, which is generally focused around a single concept, topic discussions can have a broad range of conversations inside a single thread.

Discussions allows members to quickly find topics they are interested in. The search tool is prominently displayed at the top of the page, and is also used to create new topics, when an existing similar topic cannot be found.

In a typical Forum, there would be multiple forums to organize and categorize the content. Discussions uses the filtering buttons and tags to group and sort content quickly, in response to the member's preference.

Gamification is implemented to promote activity and desired behaviors. Creating new topics and replying to existing topics reward members with added points. Creating posts which are flagged or deleted can be discouraged by subtracting points. Discussions may require a certain level of moderation however. Undesirable posts will need to be deleted by moderators and community managers may need to keep discussions flowing, or provide input while speaking as an agent of the site.

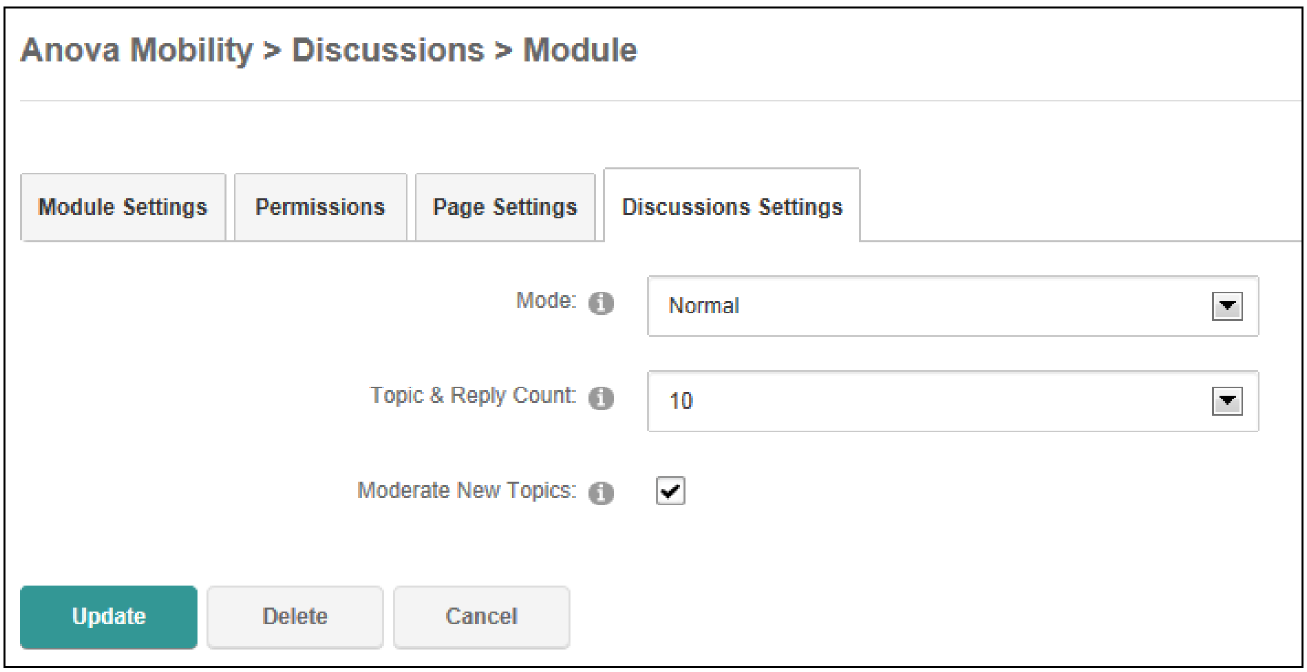

Discussions
Find a topic...
Begin your topic by using a descriptive title
Search Topics
Start a new topic
All Topics
Pinned Topics
No Replies
My Topics
My Replies
Filter by tag
Sort by recent activity
5 Topic(s)
Title
Replies
Views
Likes
Last Active
Anyone have the Microsoft Surface?
Author: Mike Thomas
Tags: Microsoft Surface
8
12
0
1 week ago
What are the 10 best mobile phones for 2013?
Author: Mike Thomas
Tags: Phones
0
1
0
1 week ago
Problem solving most mobile phones
Author: Melissa Roberts
4
9
1
1 week ago
Ways to reduce my Lumia 920 data usage
Author: Zhang
2
5
2
1 week ago
Prolonging the life of my IPad battery
Author: Fatma
Tags: IPad, battery
5
8
1
1 week ago
5 Topic(s)

Configuring Discussions Settings

How to configure the module settings for Discussions.

Permissions. Administrators only.

1. Go to the Discussions page.
2. Select **Settings** from the module actions menu.
3. Select the **Discussions Settings** tab.
4. Expand the General section.
5. At **Mode**, select **Normal** or **Group**.
6. At **Topic and Reply Count**, select the maximum number of topics and replies that are displayed at one time. The default setting is 10.
7. At **Moderate New Topics**, check the check box to require new topics to be moderated by users in either the moderator,community manager or administrator roles before they are displayed on the page.
8. Click the **Update** button.



Social Events

About Social Events

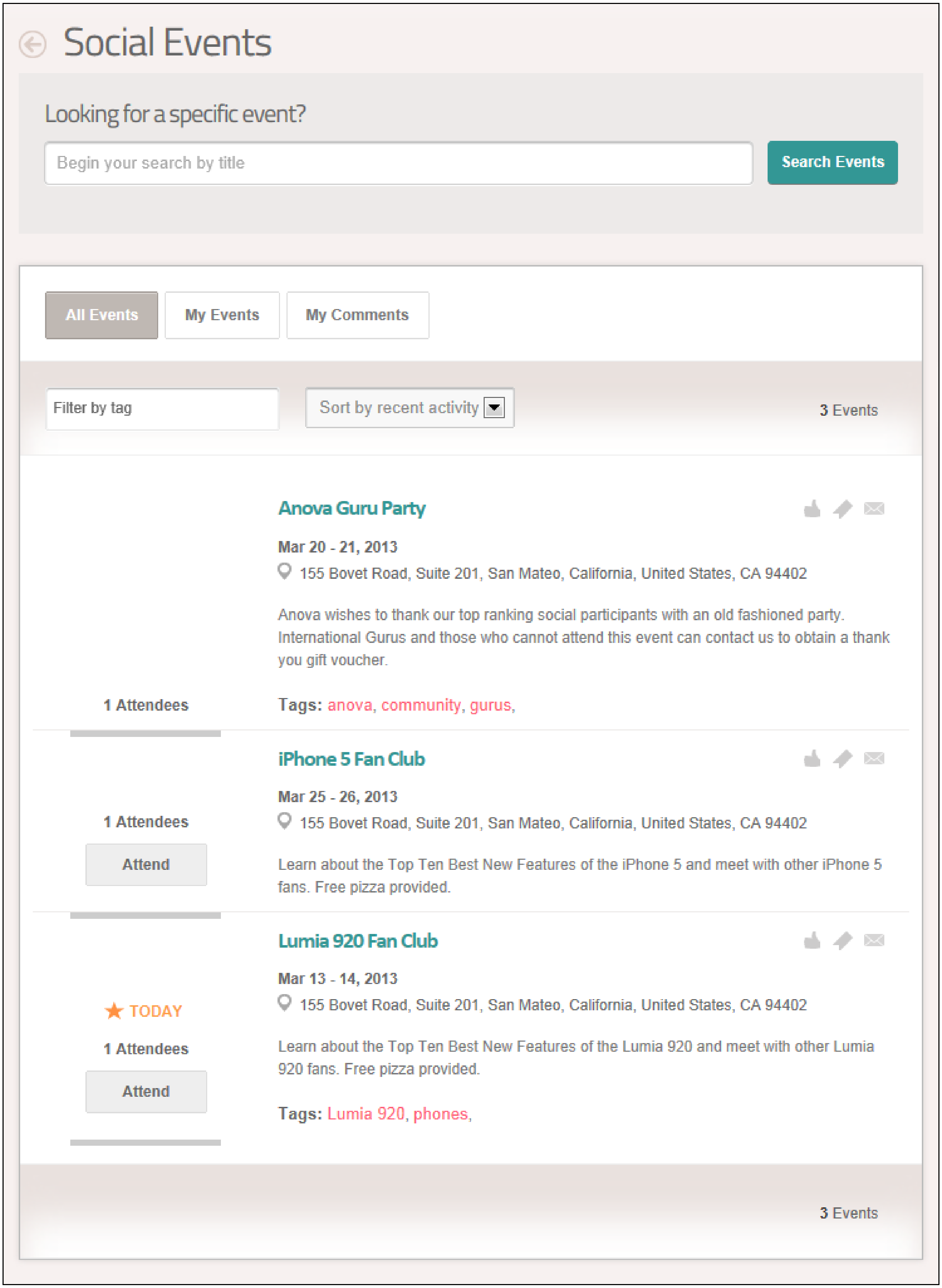
Social Events allows community members with similar interests to come together for events which may occur online or a conventional meeting place. Members who wish to organize a meeting, a presentation or a party can use Social Events to promote the event, provide details regarding its purpose and location, and also invite other members. Members who have been invited receive a notification, and once they respond, their RSVP status is recorded by Social Events.

Giving members the ability to schedule events for the future allows them to see which other events are taking place at the same time, to avoid scheduling conflicts. The list of events is complimented by a calendar view which has indicators for days which have events scheduled.

Events can be configured to be open to the public or private invitation only. The event organizer has the ability to invite their friends and other members on the site.

Members who want to attend events can browse Social Events by entering a search term in the input, or using tags to filter the list of events. Once they find an interesting event, clicking the Attend button will add their name to the RSVP list.

Important. If you need to uninstall Social Events, Analytics **must** be uninstalled first.


Social Events
Looking for a specific event?
Begin your search by title
Search Events
All Events
My Events
My Comments
Filter by tag
Sort by recent activity
3 Events
Anova Guru Party
Mar 20 - 21, 2013
155 Bovet Road, Suite 201, San Mateo, California, United States, CA 94402
Anova wishes to thank our top ranking social participants with an old fashioned party. International Gurus and those who cannot attend this event can contact us to obtain a thank you gift voucher.
1 Attendees
Tags: anova, community, gurus,
iPhone 5 Fan Club
Mar 25 - 26, 2013
1 Attendees
155 Bovet Road, Suite 201, San Mateo, California, United States, CA 94402
Attend
Learn about the Top Ten Best New Features of the iPhone 5 and meet with other iPhone 5 fans. Free pizza provided.
Lumia 920 Fan Club
Mar 13 - 14, 2013
TODAY
155 Bovet Road, Suite 201, San Mateo, California, United States, CA 94402
1 Attendees
Learn about the Top Ten Best New Features of the Lumia 920 and meet with other Lumia 920 fans. Free pizza provided.
Attend
Tags: Lumia 920, phones,
3 Events

Configuring Social Event Settings

How to configure the module settings that will be applied to all Blogs.

Permissions. Administrators only.

1. Go to the News page.
2. Select **Settings** from the module actions menu.
3. Select the **Blogs Settings** tab.
4. Expand the General section and edit any of these settings:
5. At **Mode**, choose from these options:
   - **Normal**: Select to allow non-group affiliated or linked social events only.
   - **Group**: Select to allow Event Organizers to create a Social Event linked to directly to a Social Group and thus it's members.
6. At **Page Size**, select the maximum number of events that are displayed on a single page before the pager control is displayed. The default setting is ten (10).
7. Click the **Update** button.

Activity Stream

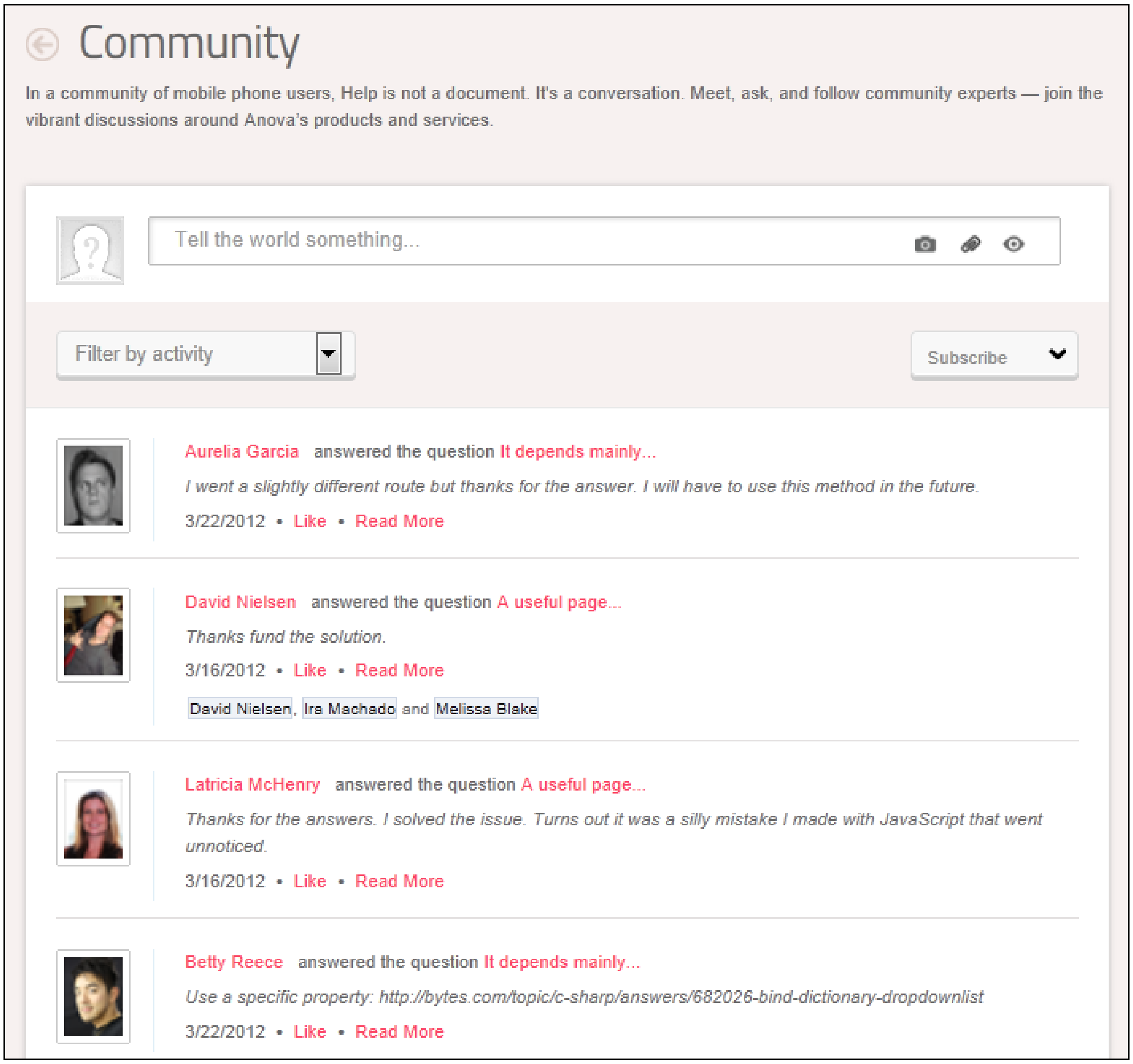
About the Activity Stream

The Activity Stream, located on the Home page and titled "Community", provides a centralized location where community members can see new content that has been added the site. When located on the home page, site visitors and community members can quickly catch up on the latest community news and follow links to get more details. They can like, comment and subscribe to multiple users, topics and content from a single page.

By default, the Activity Stream aggregates all content on the site that the user has permission to view. Many users will find that its true utility only appears once they have created customized filters. On a highly active site, trying to get content from an unfiltered activity stream would be like drinking from a fire hose. Custom feeds are used to filter the stream based on interesting content authors, groups the user belongs to, or specific content types, such as blog posts. When filtered, the stream provides a comprehensive list of desired content on the site, sorted chronologically. It serves as a starting point for the user each time they visit the site.

Features

- Share a comment
- Interact with the feed content. E.g. like
- Filter by activities
- Subscription feature enables users to subscribe to one or more activities. Subscriptions can be viewed and managed on the Subscriptions page of My Profile.



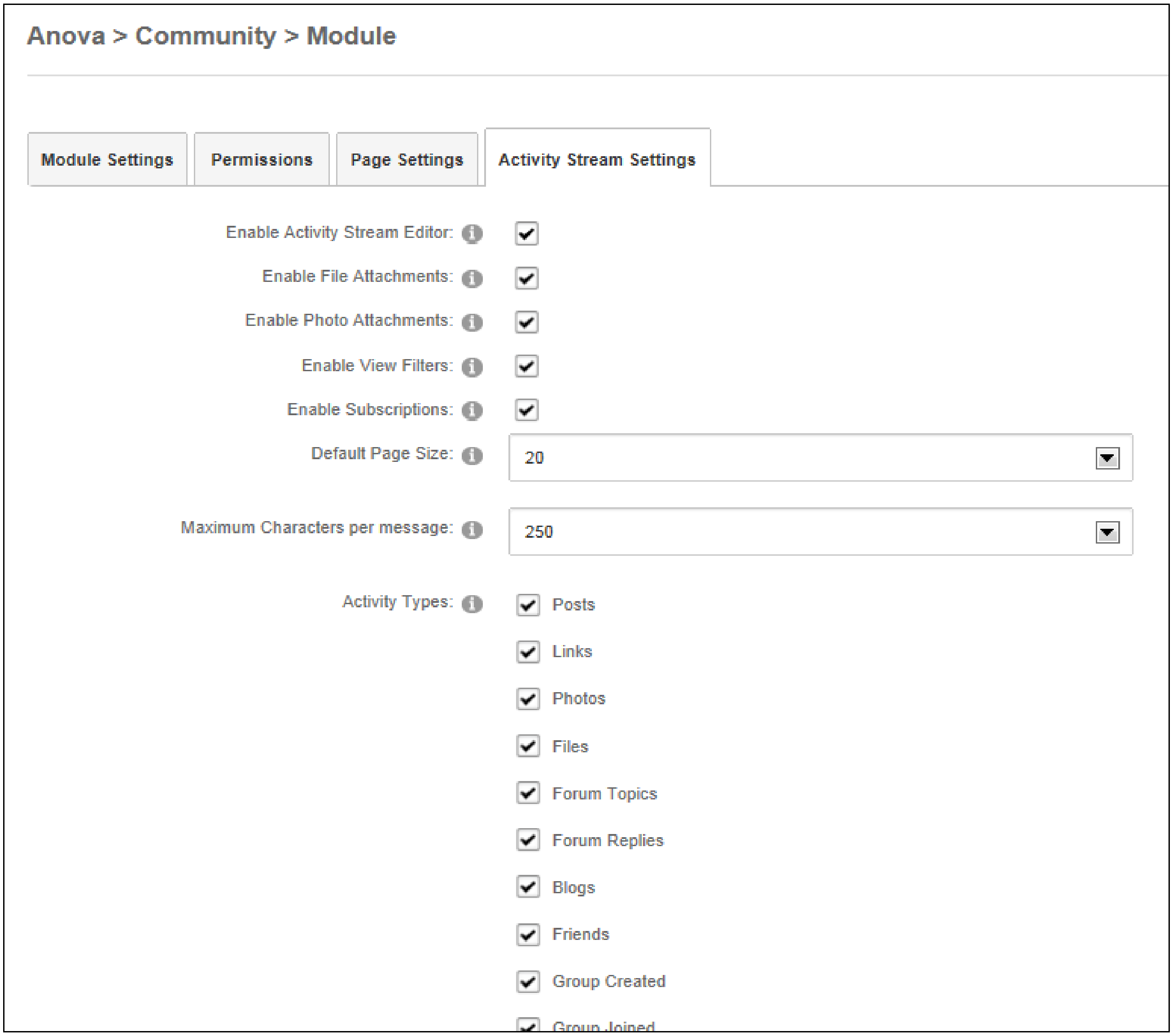
Configuring Activity Stream Settings

How to configure the general settings for the Activity Stream and choose the types of activities that are displayed in the stream.

Permissions. Administrators only.

1. Go to the Home page.
2. Select **Settings** from the module actions menu.
3. Select the **Activity Stream Settings** tab.
4. At **Enable Activity Stream Editor**, select from these options:
   - Check the check box to display the "Tell the world something" text box at the top of the Activities Stream which allows community members to add new content directly into the Activity Stream, rather than by selecting the activity and then adding content such your comments or uploading files from that location. This enables the following fields that relate to this feature:
     1. At **Enable File Attachments**, check the check box to allow community members to attach files using the Activity Stream Editor - OR - uncheck the check box to remove the file attachment button.
     2. At **Enable Photo Attachments**, check the check box to allow community members to attach photos using the Activity Stream Editor - OR - uncheck the check box to remove the file attachment button.
   - Uncheck the check box to hide the "Tell the world something" text box.
5. At **Enable View Filters**, check the check box to display the Filter by Activity drop down list that allows community members to view a results for a single activity type - or - uncheck the check box to remove this feature.
6. At **Enable Subscriptions**, check the check box to display the Subscribe drop down list that allows community members to subscribe to one or more activities which they can then manage on the Subscriptions page your profile - or - uncheck the check box to remove this feature.
7. At **Default Page Size**, select the number of activity items to be displayed on the page at one time from these options: 5, 10, 20, 30, 40, 50, 75 or 100. The default setting is twenty (20). Additional items can be viewed by clicking on the Get More button displayed below the displayed activities.
8. In the **Maximum Characters per message** text box, select the maximum number of characters that can be entered into the activity stream from these options: 140, 250, 500, 1000 or 2000. The default setting is 250.
9. At **Activity Types**, check the check box beside each activity type to be included in the stream. All activities are selected by default. The following options are available:
   - Comments, Files, Friends, Links, Photos, Posts, Privilege Earned
   - Forum Topics, Forum Replies
   - Blogs
   - Group Created, Group Joined

- Added to Wiki, Updated Wiki
- Added a Document, Updated a Document
- Added an Article
- Added a Video
- Vote
- Questions, Answer
- Created Event, Attending Event
- Created Project, Updated Project
- Added Review, Updated Review
- Completed Survey
- Created Task, Updated Task
- Added Idea, Updated Idea



10. Click the **Update** button.

Community Dashboard

About the Community Dashboard

The Community Dashboard, or Dashboard, is used to view the recent activity and participation levels of the social network. All the users and content are aggregated into a single section to provide a comprehensive view. The information is divided into three tab: Dashboard, Content and People. Additionally, there are chronological filters available to display information pertinent to the current day, week, month or

year. This can be useful to view trends over longer periods, while still being able to analyze specific periods of interest.

Tracking and analyzing content on the site is crucial to determine if the current policies and configurations are delivering the desired outcomes. The four numbers prominently displayed on the page give a cumulative heads-up display of key metrics.

For content analysis, it tracks the average discussion replies, ideas created and the ratio of answered to unanswered questions.

On the Dashboard tab, there is a graph detailing the rate of content creation of time and a pie chart showing the distribution of content per module. This information can be used to monitor changes in the rate of content generation. It also can be used to determine if certain modules need more exposure or if community managers need to encourage more user interaction in specific areas.

There are multiple sorted lists which report content items based on specific filters. These lists allow you to keep tabs on which specific content items are most active, which have been created most recently and which need to be approved or deleted.

The Community Dashboard also tracks user activity patterns. Again there are four numbers which, at a glance, provide the unique page views, number of active users, and how many of those active users are contributing content or participating by other means. Additionally, there are graphs which accompany these numbers. A bar chart represents the ratio of registered users to users which are actually active on the site. Multiple line graphs displays the rate of new registrations, logins and the amount of time different types of users spend on a page.

Similar to the content specific data, there are sorted lists of users to show which specific users are the most active, most recently registered and those who have been flagged for moderation.

In addition to the aggregated user data, the dashboard also displays metrics specific to a single user. This information is seen in the My Profile section of a user's profile. The Engagement and Influence numbers are calculated with a proprietary algorithm and are used to quickly determine how much activity the user take on your site, along with how well the other users respond to it. Having these numbers calculated behind the scenes automatically allows administrators and community managers to quickly ascertain the relative impact a single user is having on the site.

Simple statistics, such as points accrued, badges earned and content created are also displayed here to give a brief overview of the user's contributions.

How Time Ranges Work

Depending on which time interval is selected (year, month, week, day), different data is retrieved from the Analytics tables in the database. For example, if year is selected, then we need samples for each month that makes up the year (e.g., Jan 2012, Feb, Mar, Apr, May, etc.).

The way this is handled is that, in the periodic Analytics task runs, numbers are tallied for all of the possible time ranges that the data is contained within. So, if a user registers on Jan 1 2012 at 12:00 AM, that one registration counts towards the annual count for 2012; it counts toward the monthly count for Jan; it counts toward the weekly count for Dec 31 2011 – Jan 6 2012; toward the daily count for Jan 1 2012; and toward the hourly count for Jan 1 2012 12:00 AM – 1:00AM (UTC).

It may seem like we are storing more data than necessary but this allows us instantaneous lookup of all chart data when the Dashboard is loaded without having to calculate much on the fly. (In theory, we could erase hourly data once the day is finished since it is inaccessible to the Dashboard UI after that point—a consideration for 1.0.1. perhaps).

Important. All data points are restricted on a per-site basis when they are calculated.

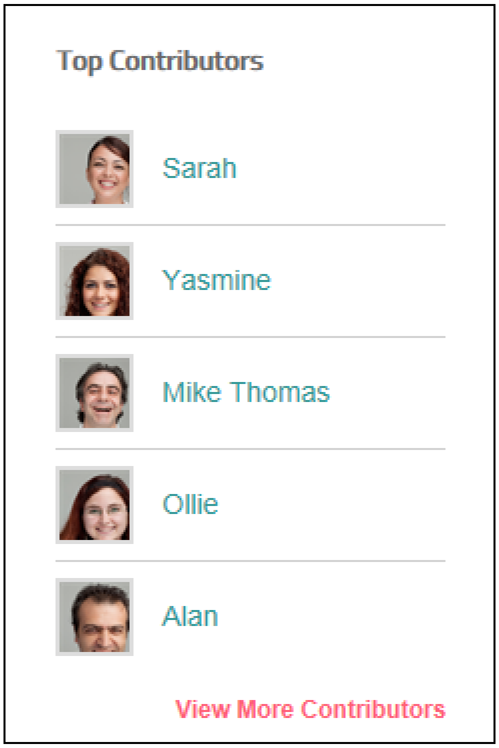
Leaderboard

About the Leaderboard

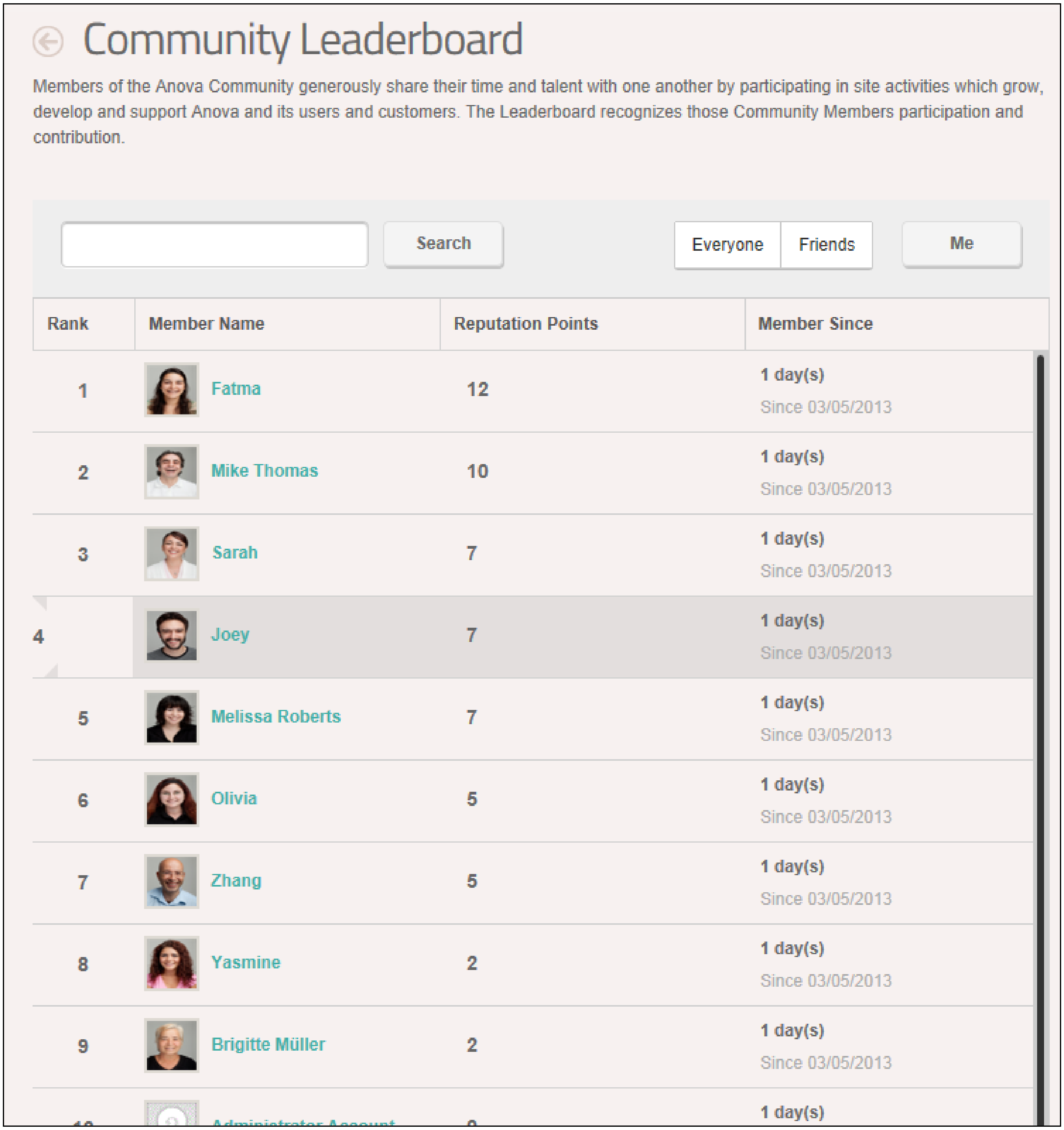
The Leaderboard, or Community Leaderboard, allows community members to view their ranking (total value of points) as well as view the profiles of other community members who are ranked above and below them. A member's ranking on the Leaderboard is a testament to their contributions to the community. Members who provide answers, write insightful blogs and participate constructively in discussions gain prominence and recognition. Ranks and badges can also include benefits, such as access to private sections of the website or even moderation privileges.

The Leaderboard displays a list of members by reputation point values with the highest being at the top to site visitors. Once a member logs into the site, they will see their own profile displayed, regardless of their ranking. The Leaderboard can be filtered to display a community members ranking versus their friends or versus other members.

A compact Leaderboard is displayed on the Home page.



A detailed Leaderboard can be viewed by members under the Friends section when viewing their profile.



Creating a Customized Leaderboard Template

How to create a customized template that defines the layout and information displayed on a Leaderboard.

Permissions. Administrators only.

1. Navigate to Admin > Page Management and choose to view the Home > Leaderboard page - OR - Go to any page where the Leaderboard has been added.
2. Select **Settings** from the module actions menu.
3. Select the **Leaderboard Settings** tab.
4. **Optional.** In the Leaderboard Configuration section, modify the default settings as required. See "Configuring Leaderboard Settings"
5. Go to the Leaderboard Configuration Template section.
6. At **Select Templates**, **Customize Template**. This displays four list templates that you can modify as desired.
   - **Header Template**: The area above member profiles.
   - **Item Template**: Member profiles.
   - **Highlighted Item Template**: Profile of the current member.
   - **Footer Template**: The area below member profiles.
7. Click the **Update** button.

Configuring Leaderboard Settings

How to change the template that defines the layout and information displayed on the Leaderboard or create your own customized template.

Permissions. Administrators only.

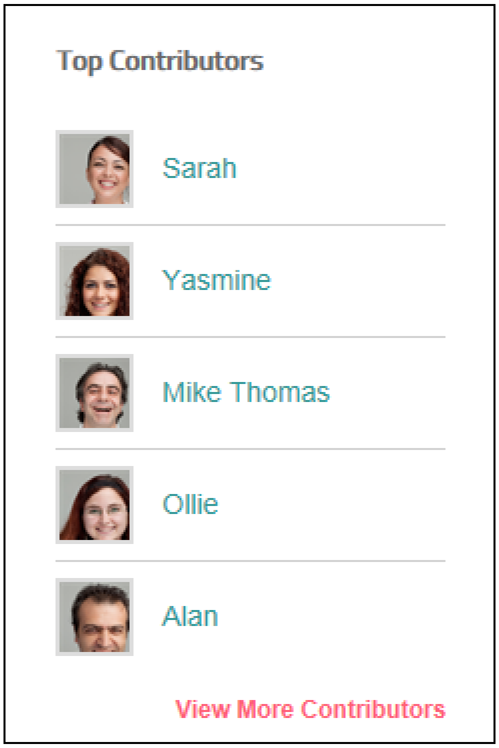
1. Go to the Home page or the Friends page of your profile.
2. Select **Settings** from the module actions menu.
3. Select the **Leaderboard Settings** tab.
4. Go to the Leaderboard Configuration section.
5. At **Page Size**, select the maximum number of members to be displayed on a single page. A scroll bar will be displayed on the module whenever there are more members than the number selected. The default setting on the member's profile Leaderboard is 25 and on the Home page it is 5.
6. At **Show Search Panel**, check the check box to display a search box above the members list - OR - uncheck the check box to remove the search tool. This is the default setting.
7. At **Mode**, select the members that will be displayed in this Leaderboard:
   - **All Users**: Select to display the Leaderboard to all users.
   - **Friends**: Select to only view the friends of the current member. This will hide the Leaderboard from site visitors who are not logged into the site.

- **Members**: Select to display the Leaderboard to any user who is a member of the group I selected in the Leaderboard Settings page.

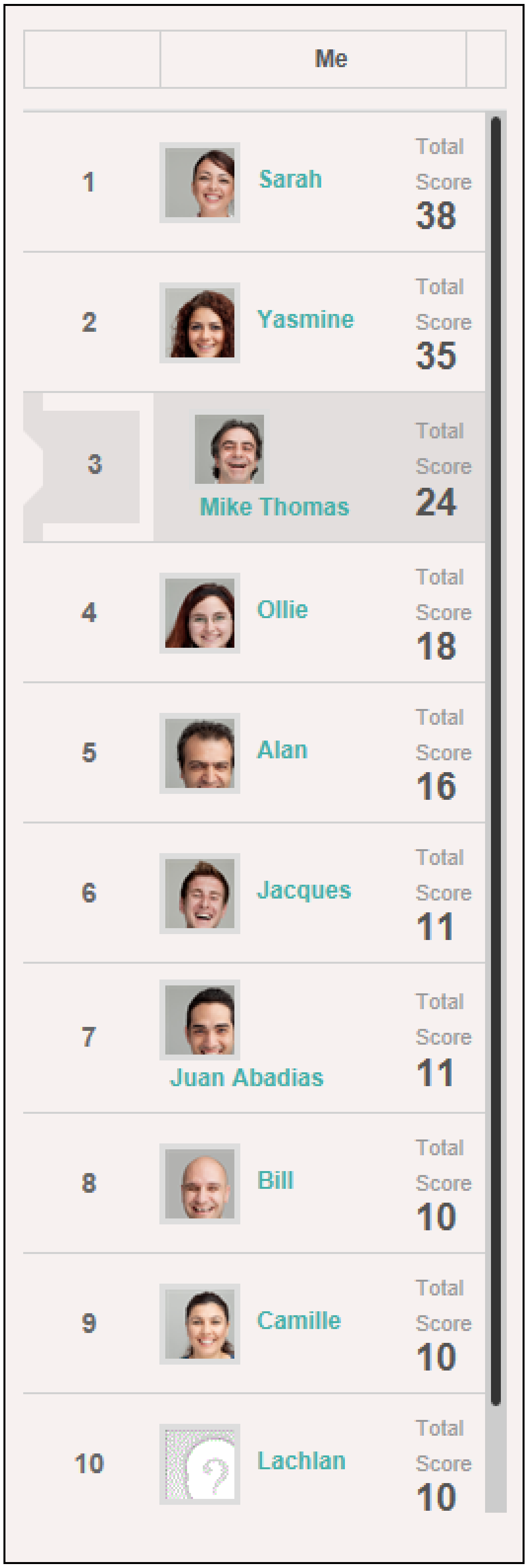
8. Go to the Leaderboard Configuration Template section.
9. At **Select Templates**, select from these options:
   - **Default Template**: This detailed template displays the member's profile photo, name, rank, reputation points and member since details for each record displayed. In addition, a row of buttons are displayed across the top of the Leaderboard providing quick filters for everyone, friends, member, the members profile and a search tool. This is the default set-ting.

Rank	Member Name	Reputation Points	Member Since
1	Sarah	38	3 day(s) Since 03/11/2013
2	Yasmine	35	3 day(s) Since 03/11/2013
3	Mike Thomas	24	3 day(s) Since 03/11/2013
4	Ollie	18	3 day(s) Since 03/11/2013
5	Alan	16	3 day(s) Since 03/11/2013
6	Jacques	11	3 day(s) Since 03/11/2013
7	Juan Abadias	11	3 day(s) Since 03/11/2013
8	Bill	10	3 day(s) Since 03/11/2013
9	Camille	10	3 day(s) Since 03/11/2013
10	Lachlan	10	3 day(s) Since 03/11/2013

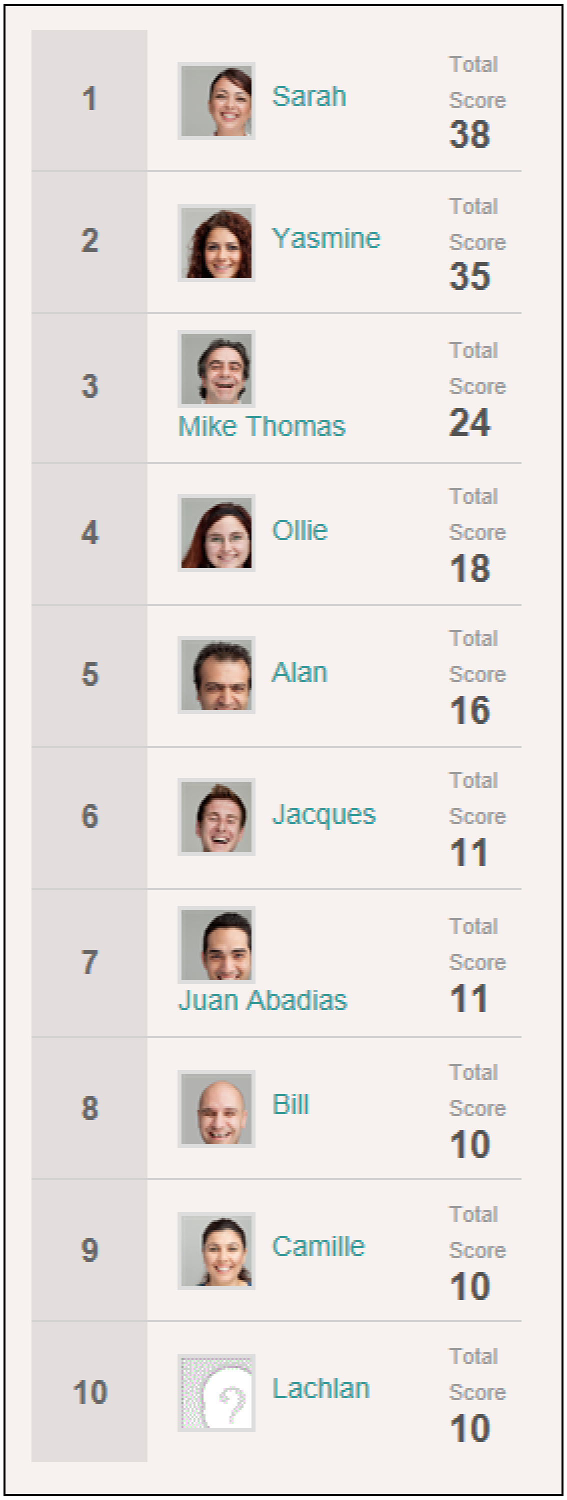
   - **Sidebar Template**: Compact rendering displays the member's profile photo and name. This is the default setting.



- **Predefined Template 1**: Compact rendering displays the member's rank, profile photo, display name and total score. This is the default template applied to any new Leaderboard that you add.

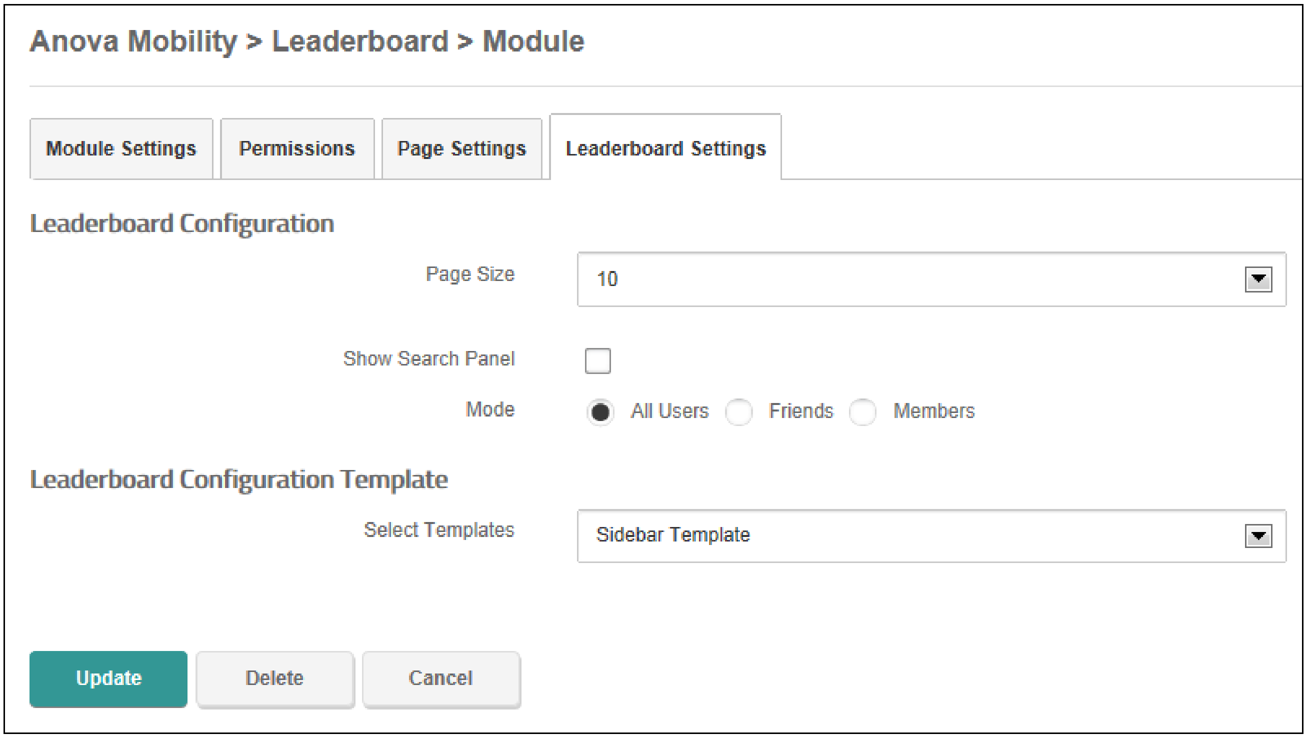

Me
1
Sarah
Total Score 38
2
Yasmine
Total Score 35
3
Mike Thomas
Total Score 24
4
Ollie
Total Score 18
5
Alan
Total Score 16
6
Jacques
Total Score 11
7
Juan Abadias
Total Score 11
8
Bill
Total Score 10
9
Camille
Total Score 10
10
Lachlan
Total Score 10

- **Predefined Template 2**:



- **Customize Template**: Select to modify the current template (that is the template that is selected when you update these settings) to create a custom layout. See "Creating a Customized Leaderboard Template"

10. Click the **Update** button.



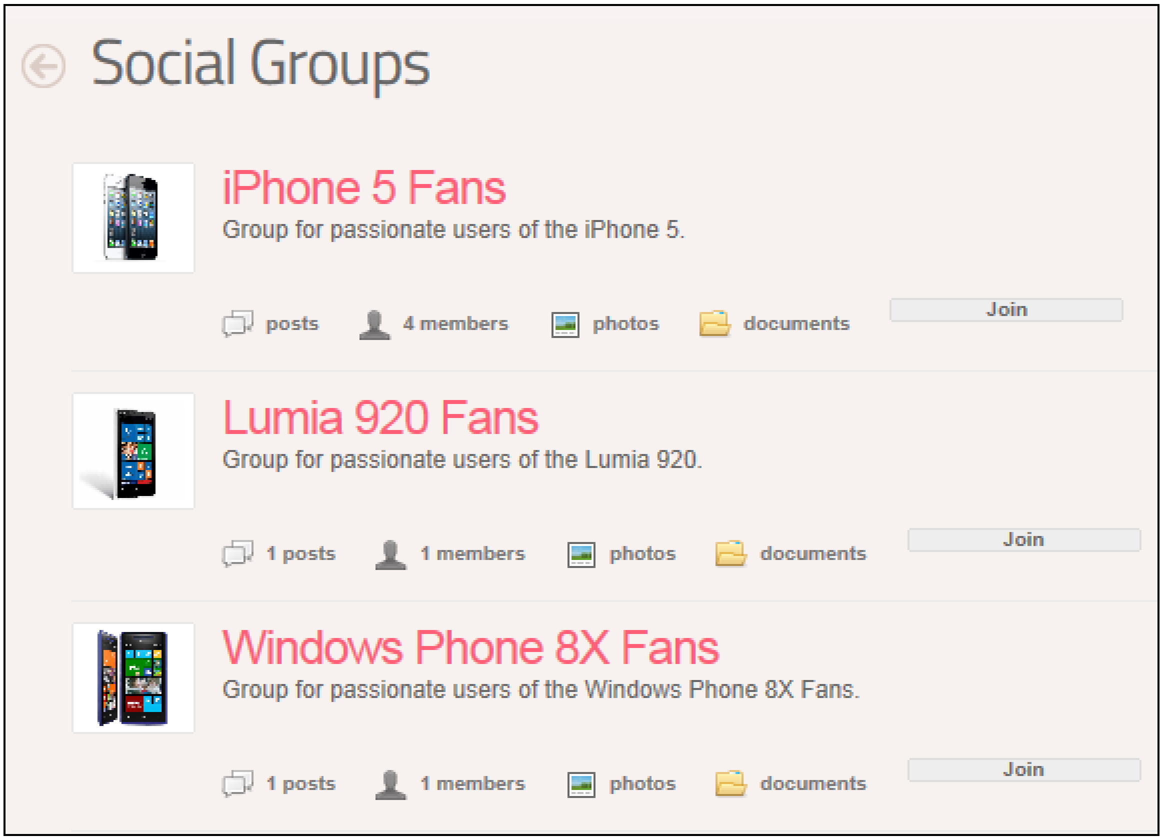
Social Groups

About Social Groups

The Social Groups module gives community members a way to connect with other like-minded individuals. A group details page is very similar to a user profile. Groups are created by members who want to communicate, collaborate and share.

When a new group is created, it can be differentiated by a unique name and picture. The group creator also can write a brief description of the group, to inform the other members of their intentions. When a group is created it can either be public or private. Private groups are not visible to members who are not part of the group. If a group is publicly visible, there is an additional option to moderate who can join. This allows the group to have an exclusive membership, but still be visible to all members.

Once the group has been created, and members have joined it, a list of the current members is visible. This list can be used by member of the group to discover more information about other members or add them as friends. A group has its own Activity Stream. Members of the group can add posts to it, and also subscribe and filter it, the same as the site-wide and profile based Activity Streams.

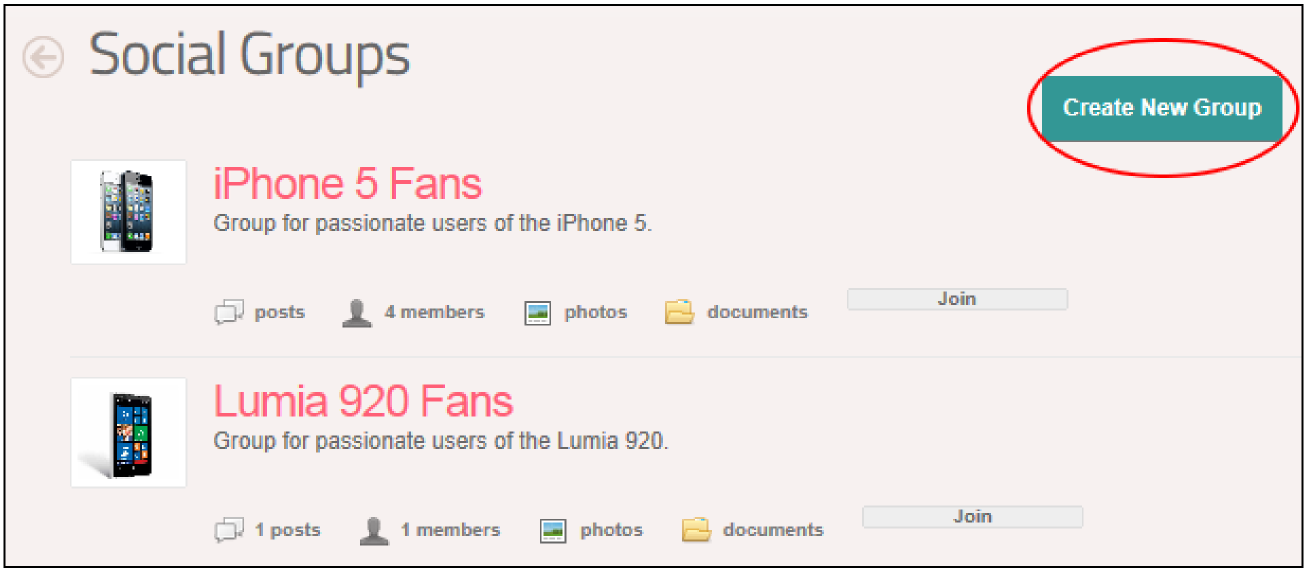


Adding a Social Group

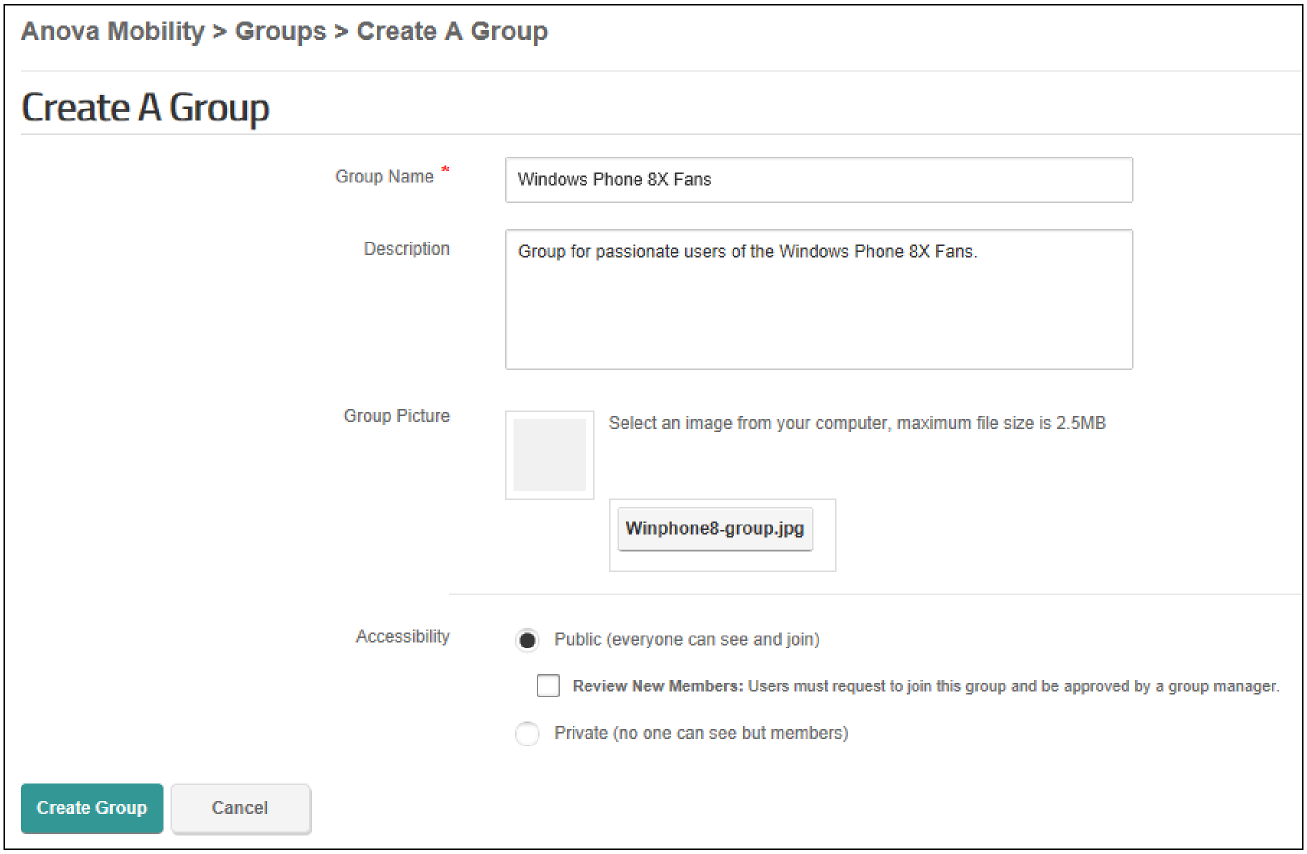
How to add a new social group. Groups can also be created and managed via the Admin > Security Roles page. If you add a Social Group, you can then add various social modules (Answers, Discussions, etc) to the group page.

Permissions. Administrators only.

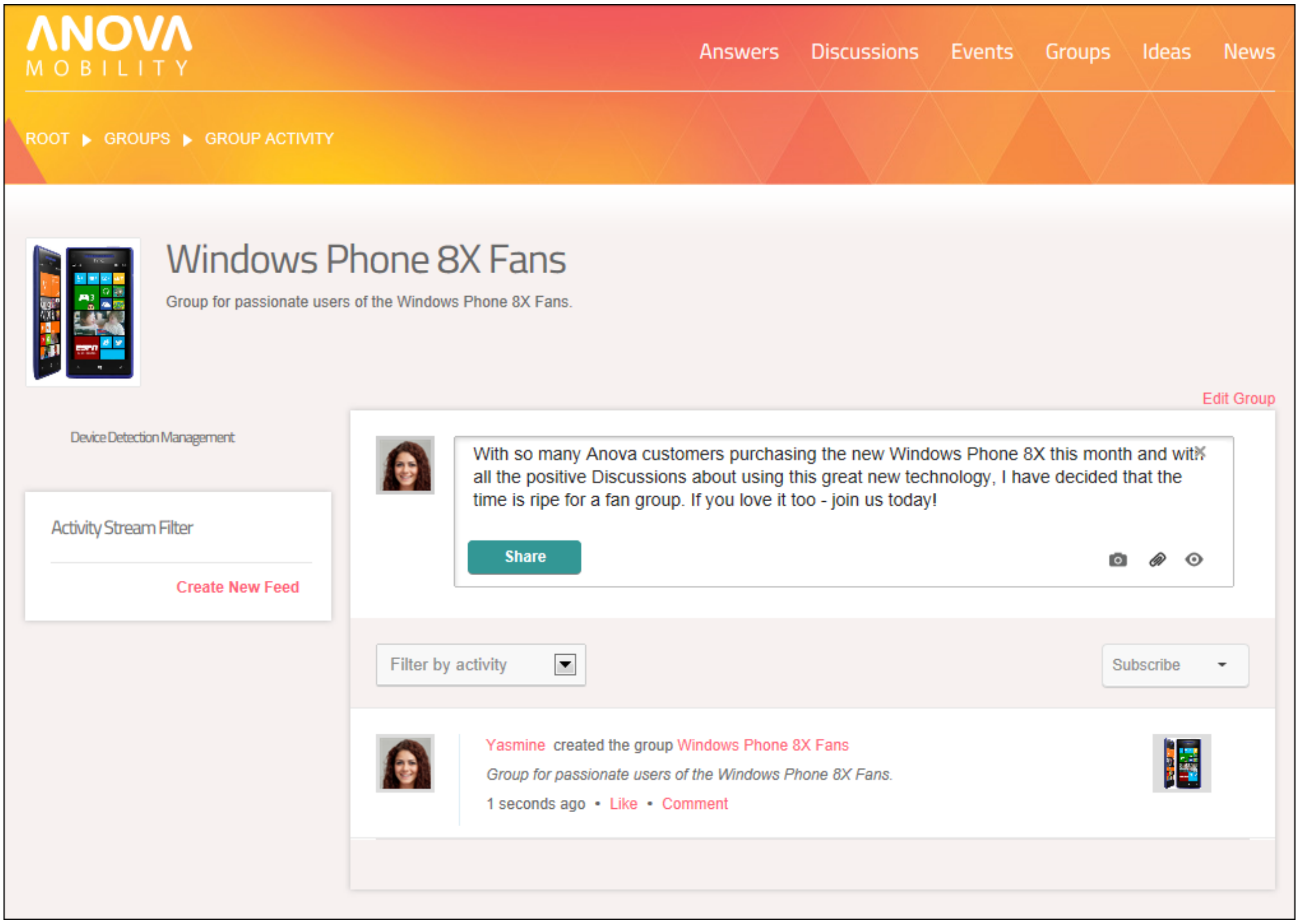
1. Go to the Groups page.
2. Click the **Create New Group** button.



3. In the **Group Name** text box, enter a name for this group. This name will be displayed on the Social Groups page.
4. **Optional.** In the **Description** text box, enter a description for this group. This description will be displayed on the Social Groups page.
5. **Optional.** At **Group Picture**, click the **Browse...** button and then select a picture for this group from your computer. The picture will also be displayed on the Social Groups page.
6. At **Accessibility**, select from these options:
   - **Public (everyone can see and join)**: Select to enable community members who are logged in to join the group.
     - **Review New Members: Users must request to join this group and be approved by a group manager**: Select this option if community members must have their membership approved by the social group owner or an Administrator.
   - **Private (no one can see but members)**: Select this option to create a group that is only visible to existing members who can only be added via the Admin > Security Roles or Admin > User Accounts pages.



7. Click the **Create Group** button. This will create the group and display the Group Activity page for this new group. You can now choose to enter and share the first Journal entry for this group, as shown below.

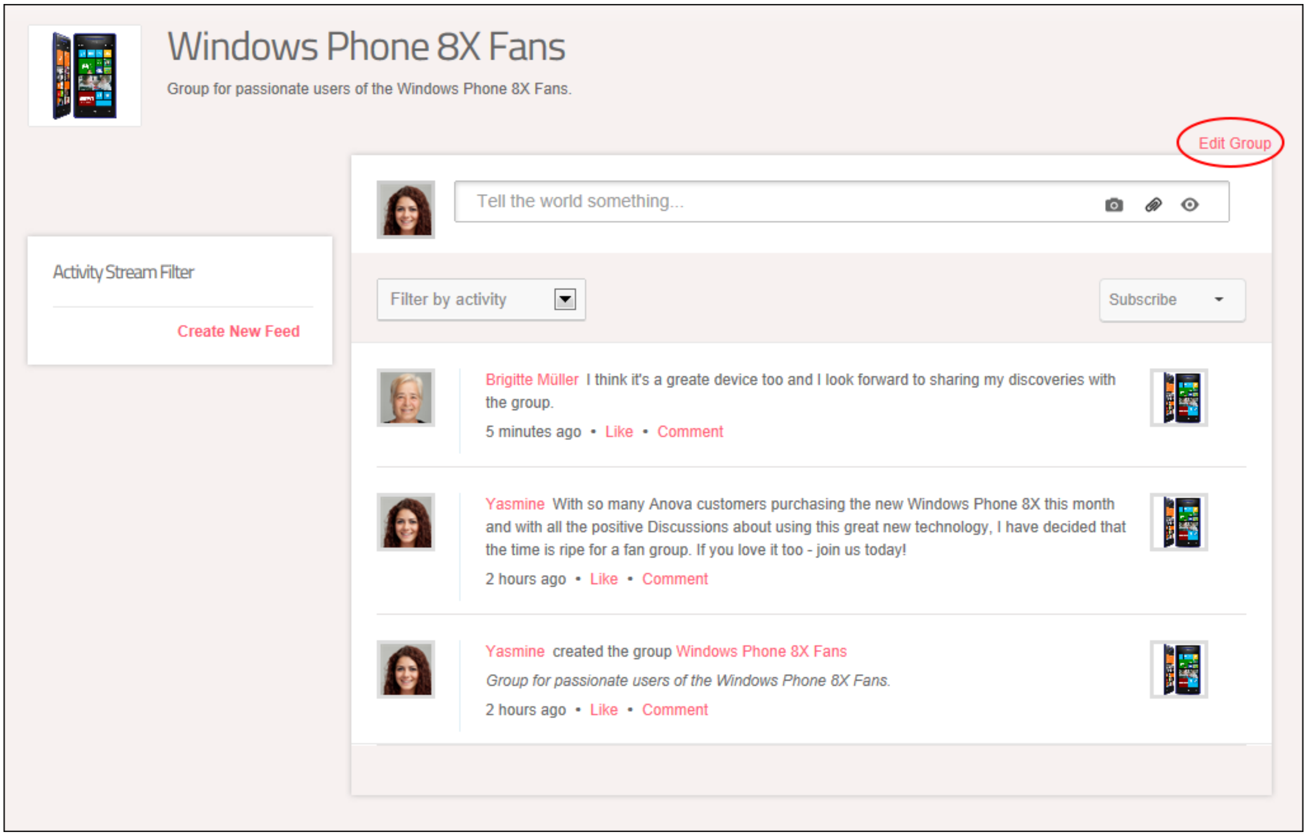


Editing a Social Group

How to edit a social group.

Permissions. Administrators only.

1. Go to the Groups page.
2. Click on the name of the required Social Group.
3. Click on the Edit Group link.



4. On the Edit Group page, edit one or more fields as required. See "Adding a Social Group"
5. Click the **Save Group** button.

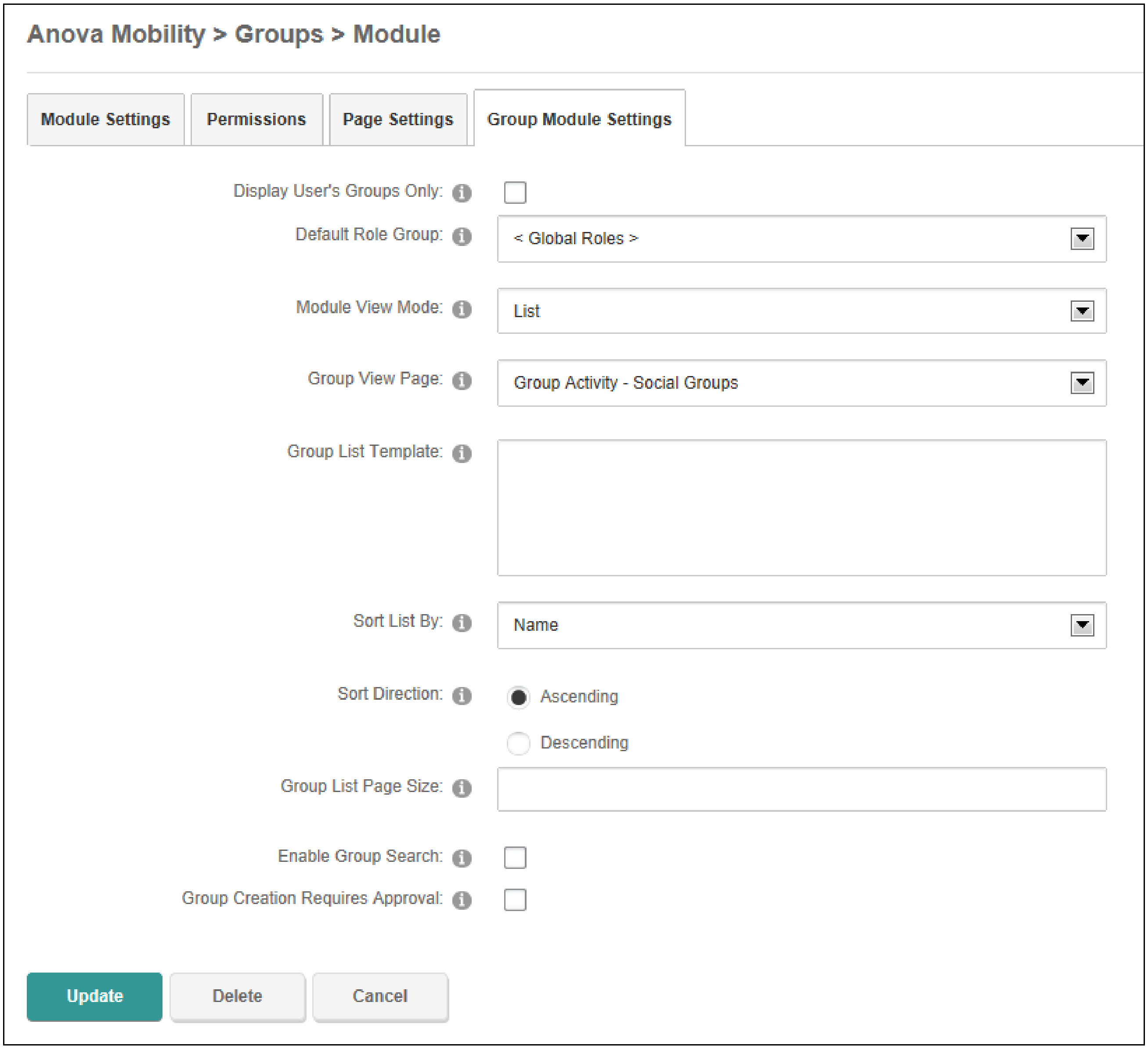
Configuring Social Groups Settings

How to edit the module settings of the Social Groups.

Permissions. Administrators only.

1. Navigate to the Groups page.
2. Select **Settings** from the module actions menu.
3. Select the **Group Module Settings** tab.
4. At **Display User's Groups Only**, check ☑ the check box to only display the groups that the current user already belongs to, thus preventing users from viewing and joining new groups using this instance of the Social Groups module. For example, you might choose to add an instance of the module to the User's Profile page so they can quickly access and allow others to see Groups they are members of - OR - uncheck ☐ the check box to display all groups, thus allowing users to view and join public groups.

5. At **Default Role Group**, select the role group that contains the roles you want to display.
6. At **Module View Mode**, select to display groups as a list or view.
7. At **Group View Page**, select the page where users will go to view a particular group.
8. In the **Group List Template** text box, modify the default template in order to customize the group list display. The template can be found in the SharedResources file for the Social Groups module. There are no mandatory tokens, however some common tokens are [groupitem:GroupName], [groupitem:GroupDescription], [groupitem:PhotoURL] and [groupviewurl]
9. At **Sort List By**, select the order that groups will be sorted on the page from these options (note that the next field determines if the order is ascending or descending):
   - **Name**: Select to order groups alphabetically by name. This is the default setting.
   - **Date Created**: Select to order groups by the date the group was created.
   - **Member Count**: Select to order groups by number of members.
10. At **Sort Direction**, choose whether to sort the list of groups in **Ascending** (the default setting) or **Descending** order.
11. In the **Group List Page Size** text box, enter the maximum number of groups to be displayed on the page at one time. The pager control will be displayed if there are more groups than the number set.
12. At **Enable Group Search**, check the check box to display a Search box above the list of groups that enables users enter all or part of a word to filter the groups displayed on the page - OR - uncheck the check box to remove the Search box. This is the default setting.
13. At **Group Creation Requires Approval**, check the check box if groups must be approved by the Group Moderator (the person who created the group) before they are displayed on this module. The Group Moderator will receive a notification whenever someone clicks the “Join Group” button regardless of the security roles they belong to - OR - Uncheck the check box to newly created groups are display immediately without any approval required. This is the default settings.
14. Click the **Update** button.



Related Content

About Related Content

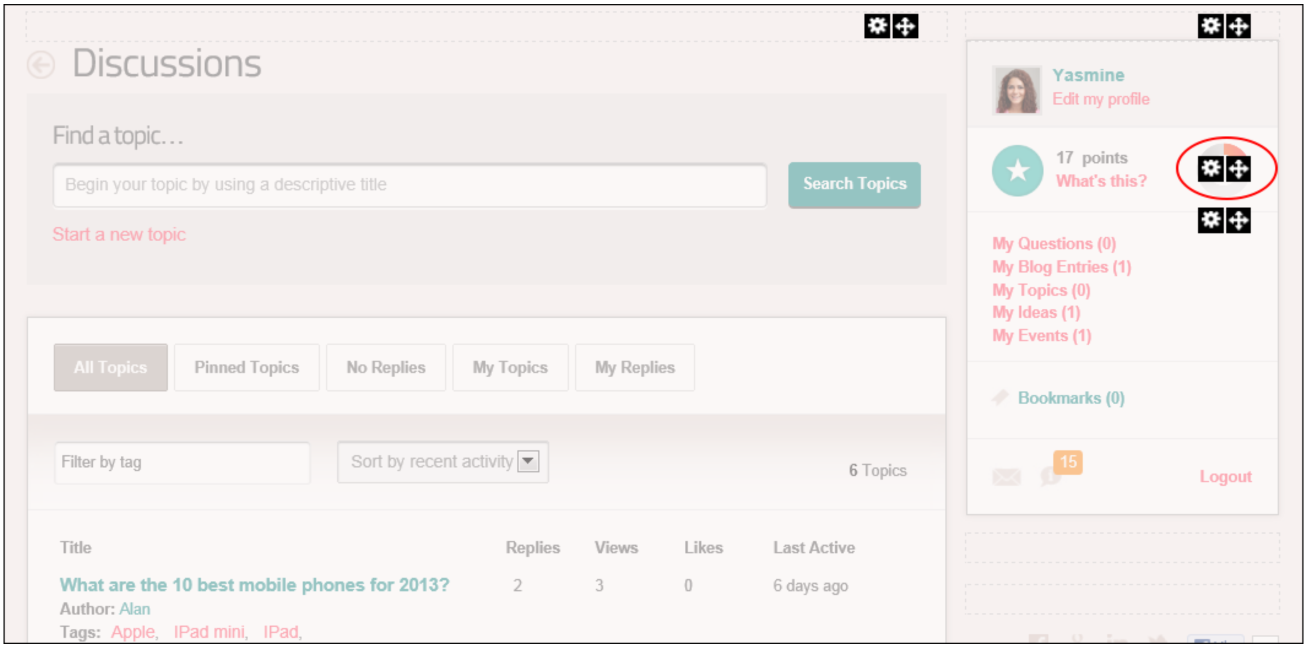
Related Content displays the last 5 items that were added to the site and are related to currently selected content in a list. Related Content can be configured to more or less items, display results filtered by content or tag and can be changed visually by applying different templates.

Configuring Related Content Settings

How to configure the module settings for Related Content.

Permissions. Administrators only.

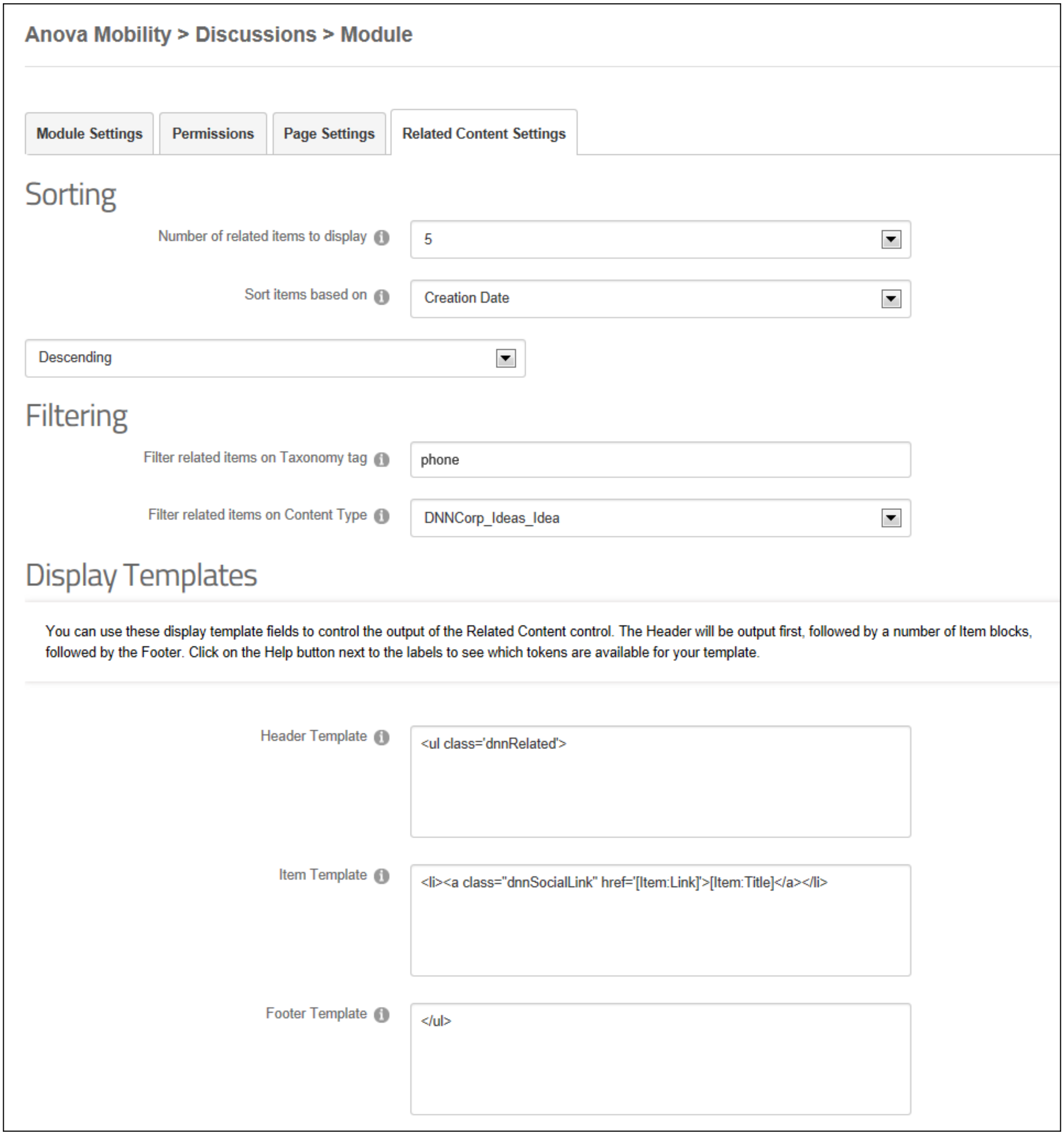
1. Go to any page where Related Content is added. E.g. Discussions.
2. Go to the second action menu displayed in the right hand column - OR - Locate and display an item that has related content to view the Related Content module.



3. Select ⚙ **Settings** from the module actions menu.
4. Select the **Related Content Settings** tab.
5. Set any of these Sorting settings:
    1. At **Number of related items to display**, select the maximum number of related items that can be displayed. The default setting is 5.
    2. At **Sort items based on**, choose to either sort items by **Creation Date** (default) or **Content Title** and then choose to sort items in either **Ascending** or **Descending** order.
6. Set any of these Filtering settings:
    1. At **Filter related items on Taxonomy tag**, enter the taxonomy tag that must be associated with an item before it can be displayed in related content results. Tags are managed on the Admin > Advanced Settings > Taxonomy page. If you select this option there must be pre-existing tags created in Taxonomy.
    2. At **Filter related items on Content Type**, select the only type of content that will be included in related content results from these options:

- **Desktop Module**:
- **DNNCorp_Answers_Question**: Select to only display content from Answer modules.
- **DNNCorp_Blogs_Entry**: Select to only display content from Blogs modules.
- **DNNCorp_Discussions_Topic**: Select to only display content from Discussions modules.
- **DNNCorp_Ideas_Ideas**: Select to only display content from Ideas modules.
- **DNNCorp_JournalGroup**: Select to only display content posted to the Journal.
- **DNNCorp_JournalProfile**:
- **DNNCorp_SocialEvents_Events**: Select to only display content from Events modules.
- **Module**:
- **Tab**:

7. Go to the Display Templates section and modify the HTML in either the Header Template, Item Template or Footer Template. You can click on the **Help** button next to each field names to view the list of the tokens that can be included in each template.
8. Click the **Update** button.



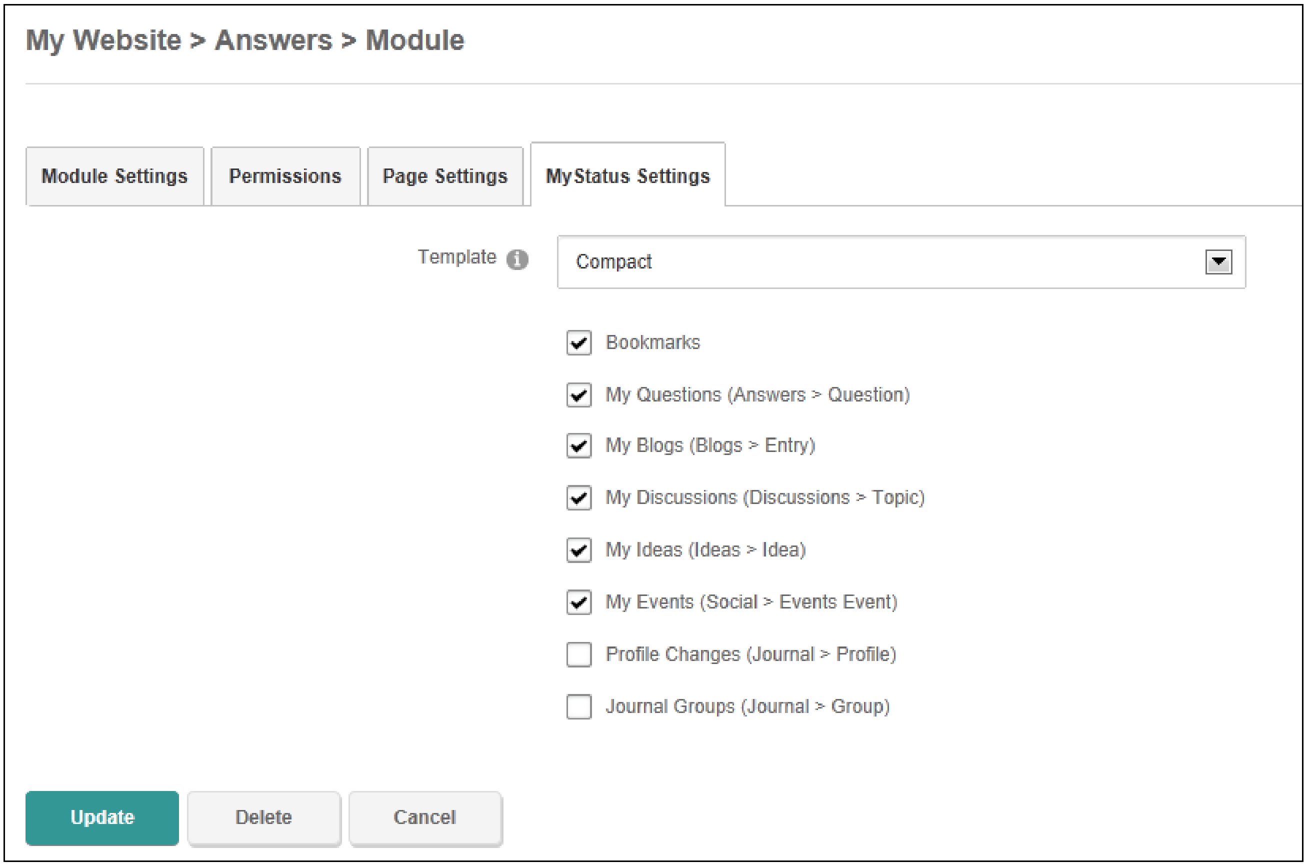
My Status

Configuring My Status Settings

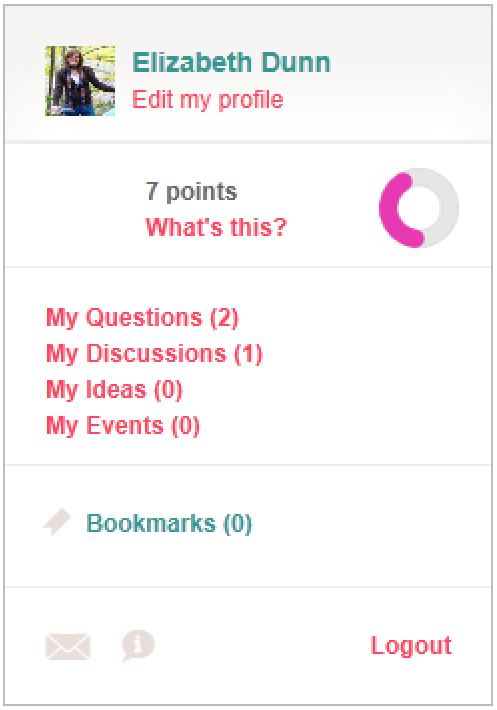
How to configure the module settings for a single instance of My Status.

Note: A single instance of My Status is displayed across all site pages. This means when you change a module setting on the Answers page, the change will also be made on the Discussions, Events, Ideas and News pages.

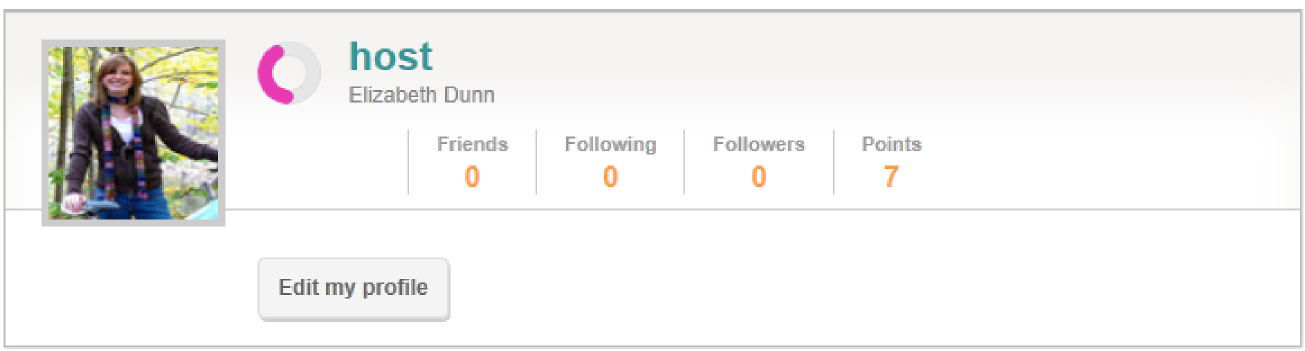
1. Go to either the Answers, Discussions, Events, Ideas or News page.
2. Select **Settings** from the module actions menu.
3. Select the **My Status Settings** tab.
4. At **Template**, choose between the **Compact** template which is best suited to a thin pane in the page skin, such as the Right or Left panes - OR - the **Expanded** template which is best suited to a wider pane such as the Content Pane. The Compact template is the default setting.
5. At **Bookmarks**, check the check box to display your Bookmarks. E.g. Bookmarks (3). This option is checked by default.
6. At **My Questions (Answers > Question)**, check the check box to display a link to view your questions and the total number of questions you have asked. E.g. My Questions (3). This option is checked by default.
7. At **My Blogs (Blogs > Entry)**, check the check box to display a link to view your blog post and the total number of posts you have added. E.g. My Blogs (3). This option is checked by default.
8. At **My Discussions (Discussions > Topics)**, check the check box to display a link to view the discussions you began and the total number of discussions you began. E.g. My Blogs (3). This option is checked by default.
9. At **My Ideas (Ideas > Idea)**, check the check box to display a link to view your ideas and the total number of questions you have asked. E.g. My Ideas (3). This option is checked by default.
10. At **Profile Changes (Journal > Profile)**, check the check box to display your profile updates. This option is unchecked by default.
11. At **Journal Groups (Journal > Group)**, check the check box to display your journal group. This option is unchecked by default.



12. Click the **Update** button.



The default layout of My Status uses the Compact template



My Status with the expanded template applied

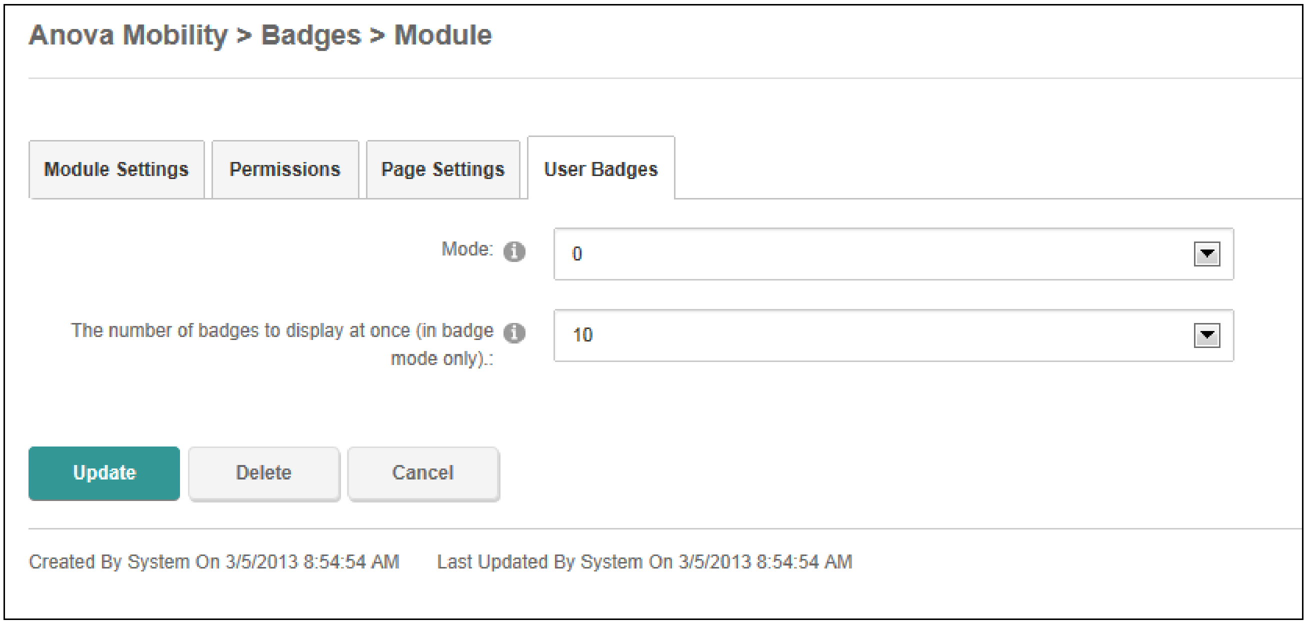
User Badges

Configuring User Badges Settings

How to configure the settings of the User Badges Module.

1. Go to the My Profile page of your user profile and click on the How do I win badges? link.
2. Select **Settings** from the module actions menu.
3. Select the **User Badges Settings** tab.
4. At **Mode**, select either the **0** or **1** mode.

5. At **The number of badges to display at once (in badge mode only)**, select the number of badges (5, 10, 25 or 50) to be displayed on a single page. The pager control will be displayed if more badges exist than the number selected.
6. Click the **Update** button.



Overview of Gaming Mechanics

"Gamification is a concept involving turning ordinary tasks into a game."

http://en.wikipedia.org/wiki/Gamification

http://www.gamification.org/wiki/Gamification

Gaming Mechanics is an important tool, even if the users do not directly interact with it. Gaming Mechanics creates a centralized system that integrates all the content areas to provide gamification functionality which can span between pages and different content types. This helps to give users a sense of continuity and glues the site content together as a full solution, instead of just a collection of parts. Gaming Mechanics gives Administrators a console which can control the actions and rewards for the whole site.

Gamification can be utilized to increase participation in the site, but it also requires careful consideration regarding its implementation. The rewards have to be desirable enough that users even attempt to work towards them. The requirements need to be clearly outlined, so that users know what they need to do in order to attain a badge. Rewards need to be sufficiently difficult to attain, so that users get a sense of accomplishment when they attain them.

Out of the box, Gaming Management provides a set of actions and rewards for the various content areas. The Gamification API allows the creation of custom actions and rewards which may be used for custom modules, or other functionality throughout the site. For actions which do not require a new action type added, the ad-hoc point distribution interface can be used to reward specific users.

About Mechanics Management

Mechanics Management, also known as the Mechanics Admin, provides a central location where Administrators can manage scoring, privileges and badges as well as assign ad hoc points to community members as needed.

Mechanics Management is pre-installed on the Admin > Advanced Settings > Gaming Mechanics page.

Mechanics Management is divided into the following three tabs:

Scoring Management

The Scoring Management tab allows Community Managers to assign and manage the point scores that community members will earn performing activities. Points are already configured for Answers,

Discussions, Ideas, Social Groups, Social Events and sharing links and points can also be added for Blogs, Activities and the Activities Stream.

What are Experience Points (XP)?

- This is a lifetime score that has no limit and is quantitative.
- This is the foundation of the system. XP is never subtracted from.
- Adhering to some basic principles, you would never show this in a Leaderboard (as high scores) without some type of filtering making progression perceived as achievable (no-disincentive).
- These can be adjusted per site (how many points a user receives per action).

What are Reputation Points (Rep)?

- A set of points related to the 'trust-worthiness' of a user
- There is one 'bucket' that logs the action, user and point values per row
- Designed to accommodate both +/- point assignments.
- Rep points will always be <= XP.
- Privileges are compared against Rep points, not XP
- These can be adjusted per site (how many rep points a user needs per privilege).

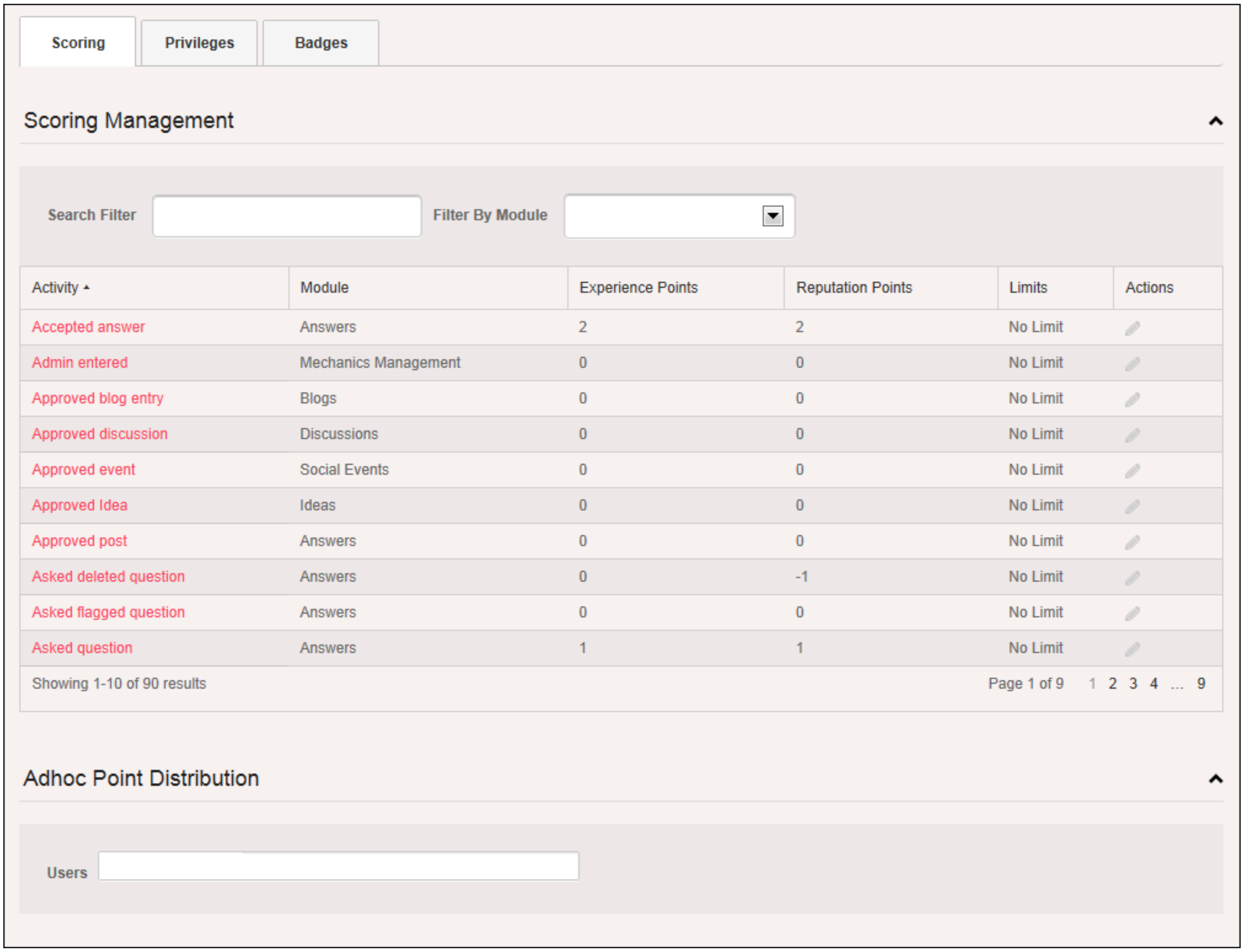
Privileges Management

The Privileges Management tab allows Community Managers to configure shared privileges across the site, as well as those associated with specific activities, by associating privileges with reputation point value levels. An example of this would be setting the reputation point level to 100 for a privilege such as 'Automatic Comment Approval'.

Privileges focuses on reputation mechanics and has no relationship with experience points (XP). The general concept of privileges is that as users accumulate a higher reputation score, they have access to more actions across the site. Another way of saying this is that users are seen as more trustworthy and have more freedom (thus granted more privileges than newer users).

Badge Management

The Badge Management tab allows you to create and manage badges. Badges are real-time awards or achievements that active community members receive for engaging in desired actions within the community. These badges are displayed on Answers, Blogs, Discussions, Ideas, Scoring Management and Social Events.



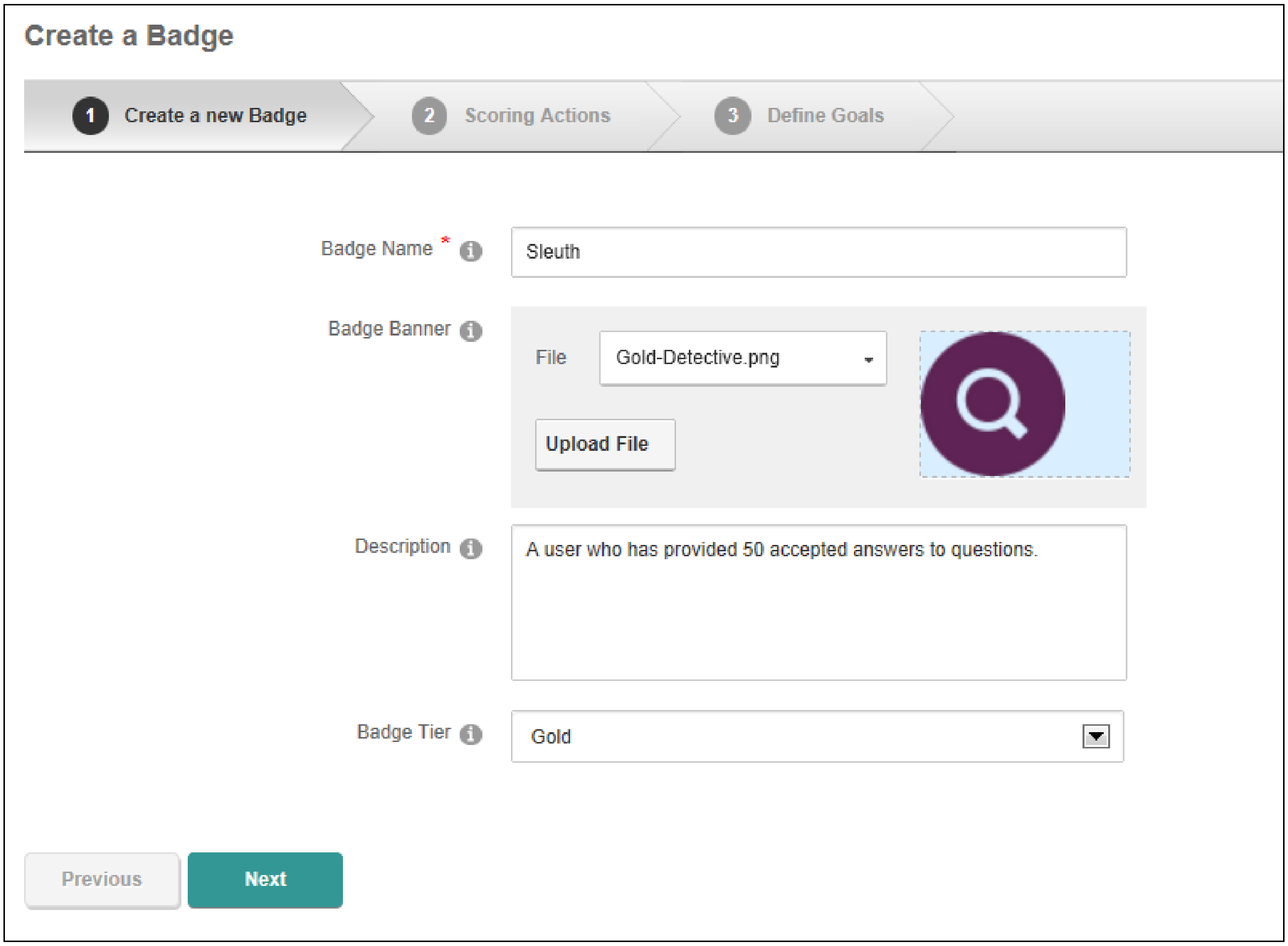
Badges

Creating a Badge

How to create a new badge. Badge Tiers are ways to distinguish different levels of achievement for the same action. Take this example of 3 badges: "Bronze Poster" is awarded after 1000 forum posts; Silver Poster is awarded after 2000 forum posts; and Gold Poster is awarded after 3000 forum posts. In this example, you have to earn bronze and silver before you can get to gold status. The badges could theoretically be all in the same tier, but differentiating them will increase their impact on members.

1. Navigate to Admin > Advanced Settings > **Gaming Mechanics**.
2. Select the **Badges** tab.
3. Click the **Create a Badge** button.

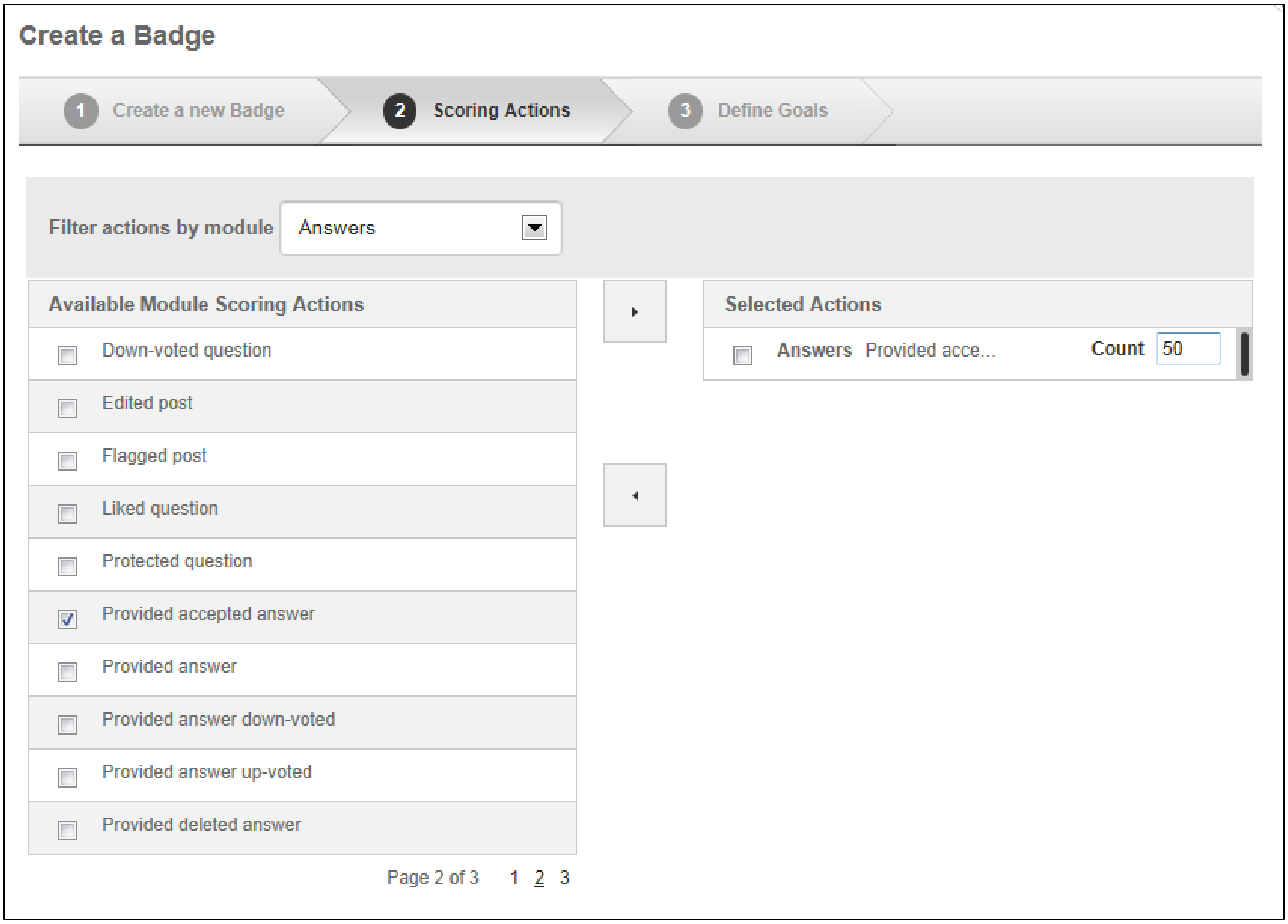
4. On the **Create a new Badge** tab, complete the following fields:
    a. In the **Badge Name** text box, enter a name for this badge.
    b. At **Badge Banner**, select or upload and select the image associated with this badge.
    c. **Optional.** In the **Description** text box, enter a description for this badge.
    d. At **Badge Tier**, select from **Gold**, **Silver** or **Bronze**.
    e. Click the **Next** button.



5. On the **Scoring Actions** tab, complete the following fields:
    a. **Optional.** At **Filter actions by module**, select a module to only view the actions associated with it.
    b. Check the check box beside each scoring action to be associated with this badge.
    c. Click the **Add** button to assign all of the scoring actions selected above to this badge.

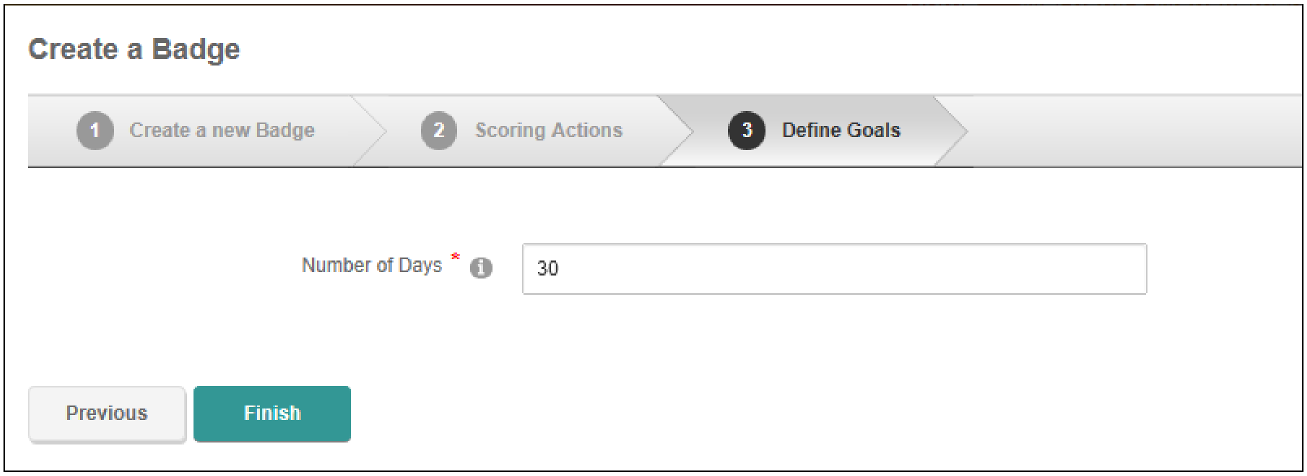
d. In the **Select Actions** column, enter the number times an action must be performed to achieve this badge into the text box displayed beside each action. The badge will only be awarded when ALL the requirements are met.

e. Click the **Next** button.

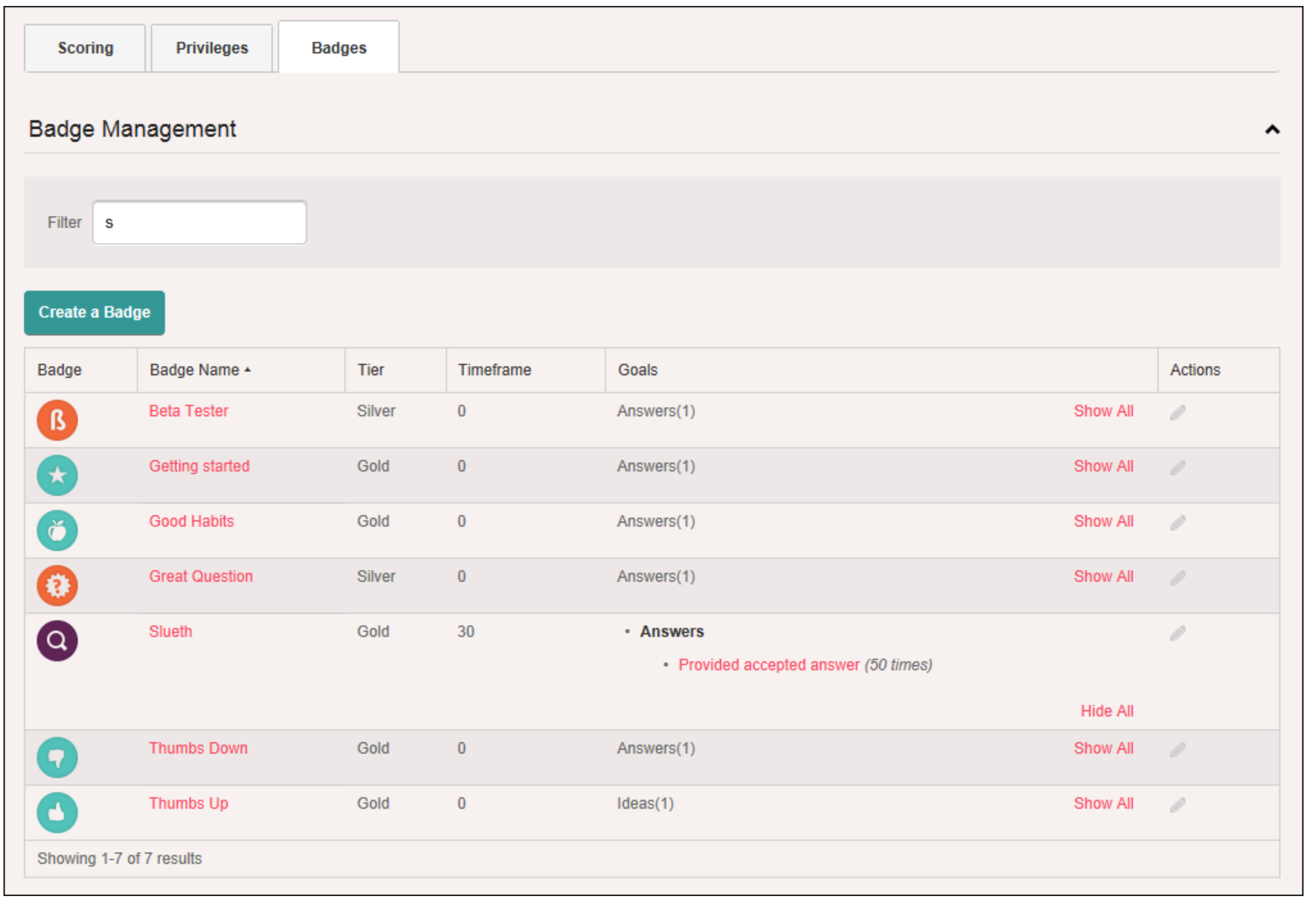


6. On the **Define Goals** tab, complete the following fields:

   a. In the **Number of Days** text box, enter the number of days a member has to achieve the scoring actions set at Step 6. For example, if 30 days is entered, then no more than 30 days can elapse between the first action and the last. E.g. making 100 posts in under 30 days, the first one and the 100th one have to happen within 30 days of each other, although it doesn't have to be their actual first post on the site. Just any 100 consecutive posts within the timeframe. The default setting is 30 days.



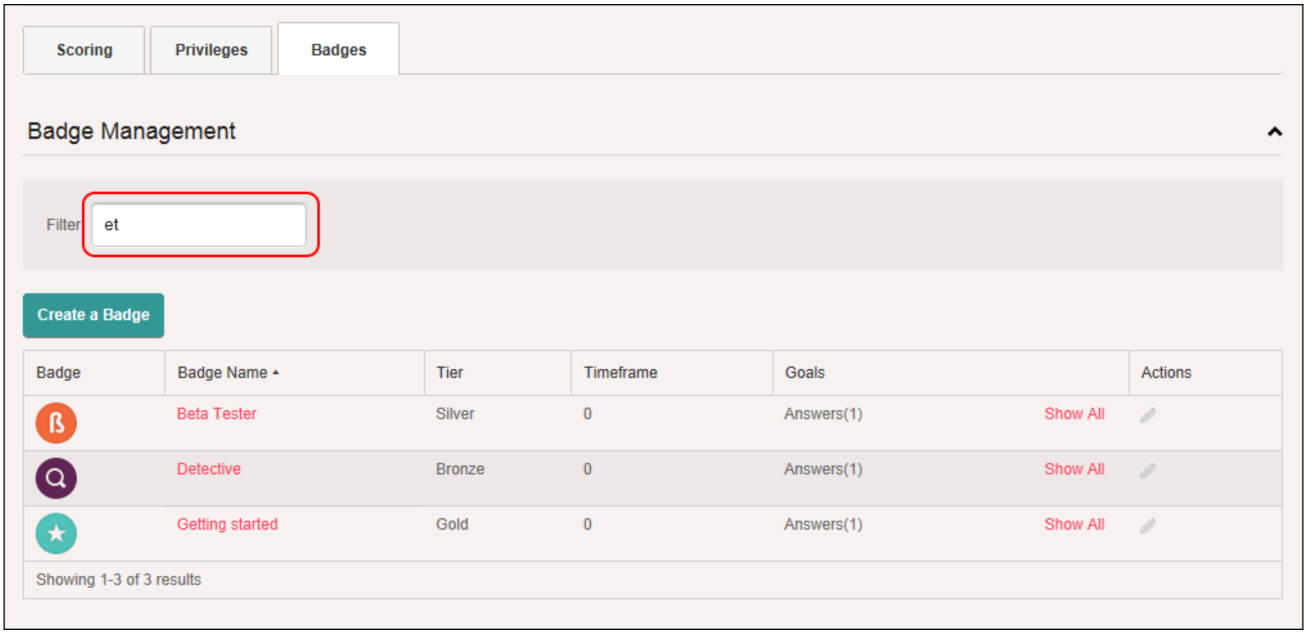
b. Click the **Finish** button. The newly added badge will now be listed on the Badges tab.



Filtering Badges

How to filter the badges displayed in Mechanics Management.

1. Navigate to Admin > Advanced Settings > **Gaming Mechanics**.
2. Select the **Badges** tab.
3. In the **Filter** text box, enter all or part of the badge name to view the matching results.



Managing Badges

How to edit the number of reputation points that are awarded for a privilege using Mechanics Management.

1. Navigate to Admin > Advanced Settings > **Gaming Mechanics**.
2. Select the **Badges** tab.
3. Locate the required privilege. See "Filtering Badges"
4. Click the **Edit** button beside the badge to be edited.
5. Edit one or more badge fields as required. See "Creating a Badge" for more details on each field.
6. Click the **Save** button.

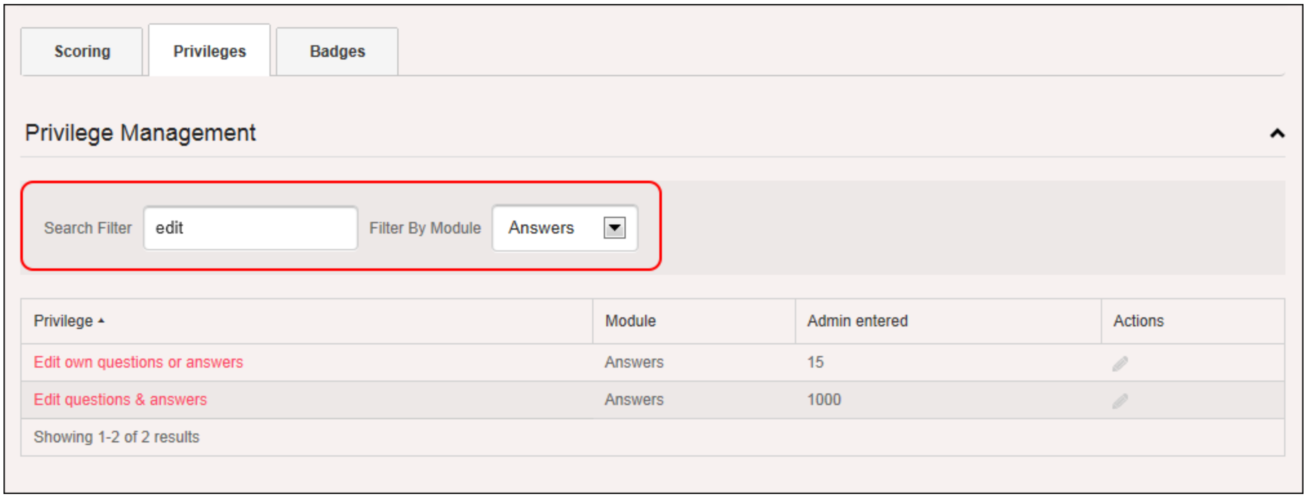
Privileges

Filtering and Searching for Privileges

How to use the search and filter tools on the Privileges tab of Mechanics Management.

1. Navigate to Admin > Advanced Settings > **Gaming Mechanics**.
2. Select the **Privileges** tab.

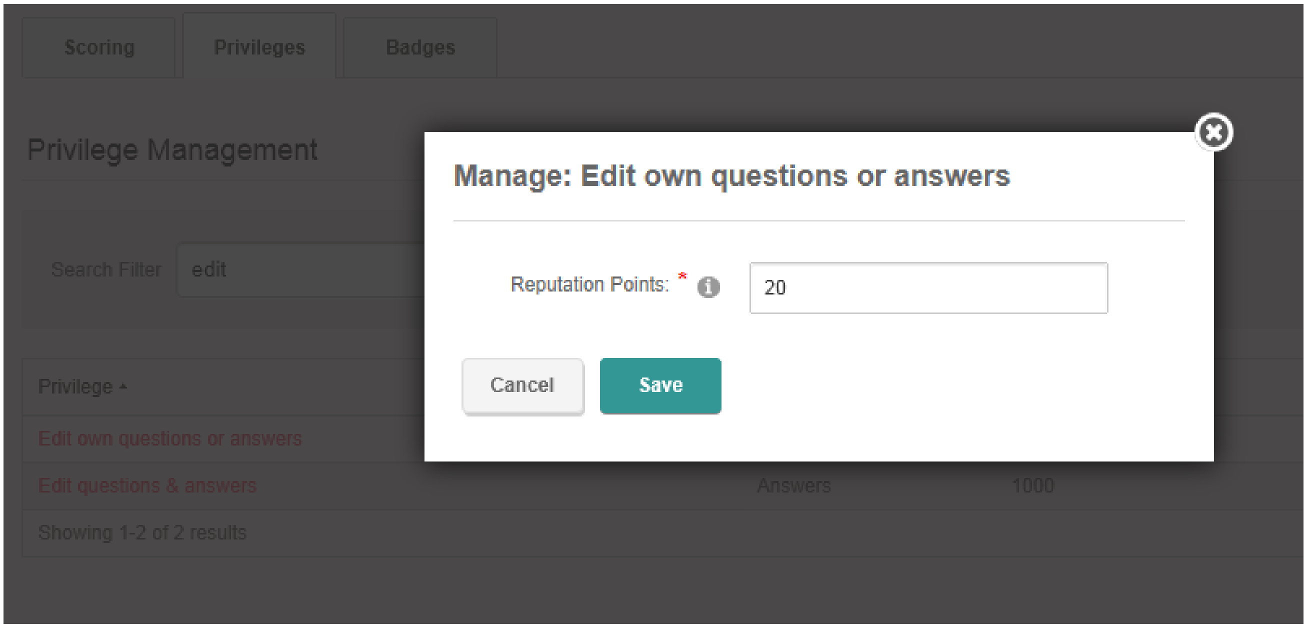
3. In the **Search Filter** text box, enter all or part of the privilege name.
4. **Optional.** At **Filter By Module**, select a module to only view privileges for that module - OR - Select the blank record to view privileges for all modules.



Managing Reputation Points for Privileges

How to edit the number of reputation points that are awarded for a privilege using Mechanics Management.

1. Navigate to Admin > Advanced Settings > **Gaming Mechanics**.
2. Select the **Privileges** tab.
3. Locate the required privilege. See "Filtering and Searching for Privileges"
4. Click the **Edit** button beside the privilege to be edited.
5. In the **Reputation Points** text box, enter the number of points earned for completing this activity. Note: Privileges with a value of 0 are never shown community members. Likewise, these privileges are disabled and nobody has that privilege.



6. Click the **Save** button.

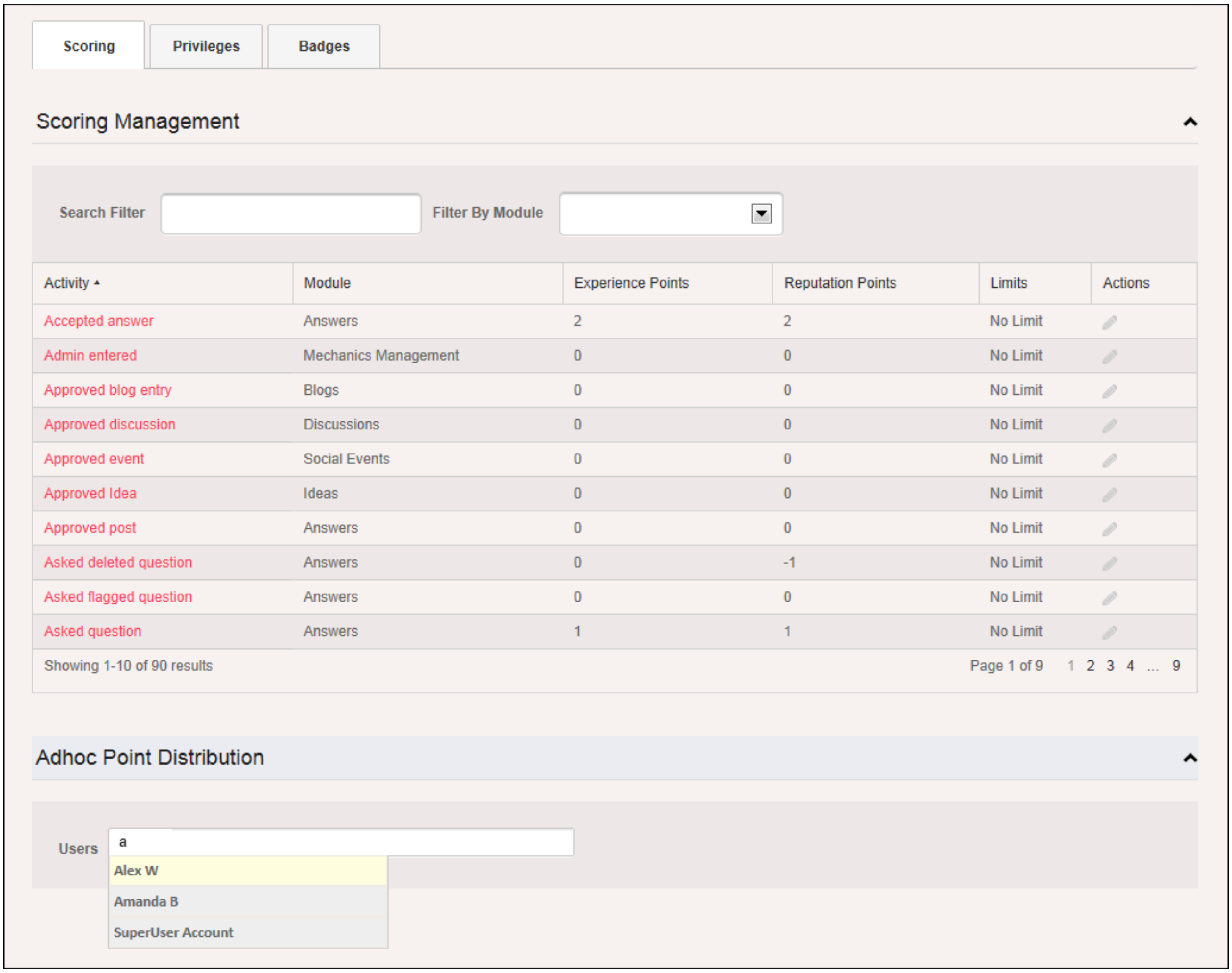
Scoring

Assigning Ad Hoc Points

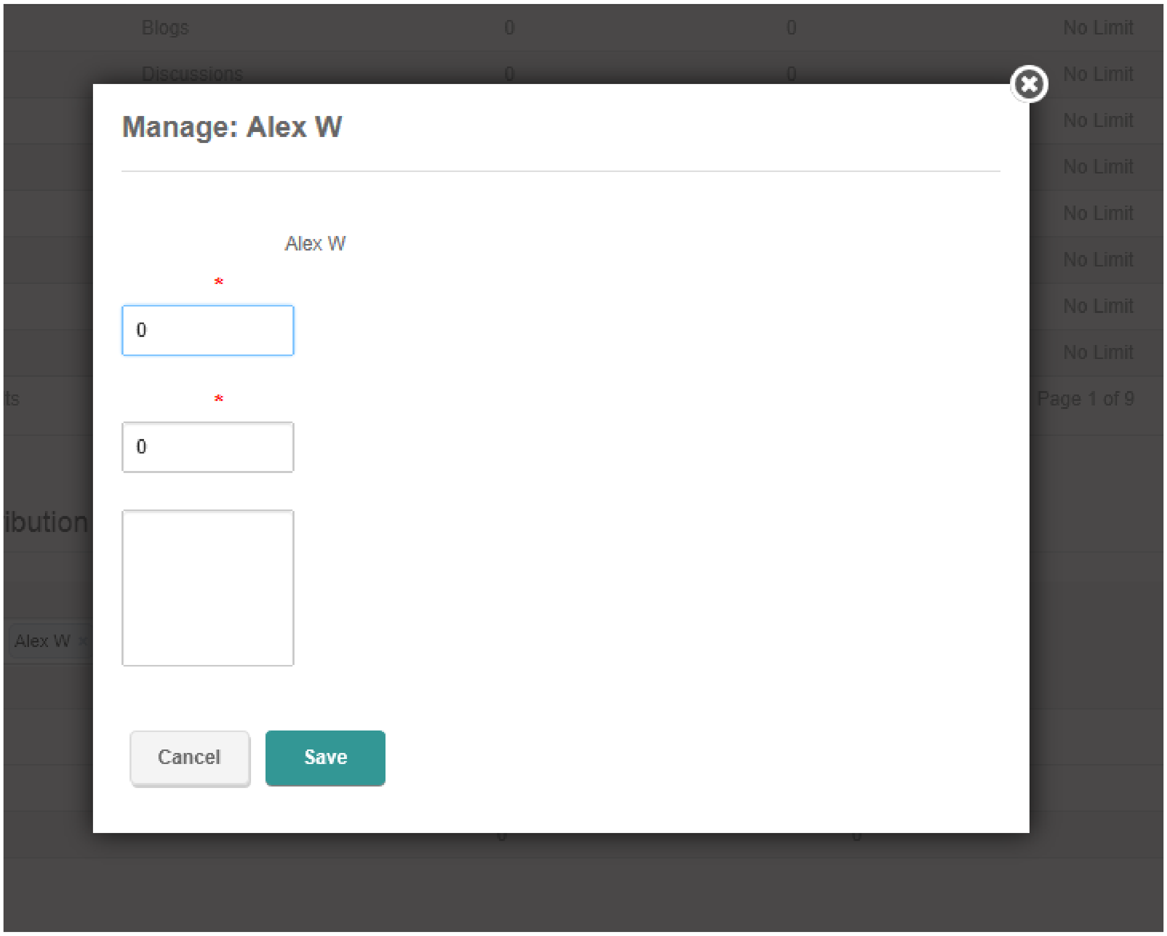
There are several scenarios which cannot be accounted for by scoring actions. For example, imagine a company held a contest. As part of the contest, the community member receives 1000 points (XP and/or Rep) as part of their prize but this contest was held offline. In this case, Administrators can go to the Ad Hoc Point Assignment section of Mechanics Management and assign those points to multiple members in a single action. With each allocation, Administrators can add notes to indicate why these points were assigned and either XP or Rep can be assigned.

How to add or subtract points for a specific community member using Mechanics Management.

1. Navigate to Admin > Advanced Settings > **Gaming Mechanics**.
2. Select the **Scoring** tab.
3. Expand the **Ad Hoc Point Distribution** section.
4. In the **Users** text box, begin entering the username of the required user. This displays all the matching usernames, allowing you to choose the correct user.



5. Repeat Step 4 if you wish to view and manage points for additional users.
6. Click the **Edit** button beside the required user.
7. In the **Experience Points** text box, enter the new total number of reputation points earned by this user as either a positive or negative number. E.g. 5 or -5
8. In the **Reputations Points** text box, enter the new total number of experience points earned by this user as either a positive or negative number. E.g. 5 or -5
9. In the **Notes** text box, enter a comment explaining why points were added to or subtracted from this user.

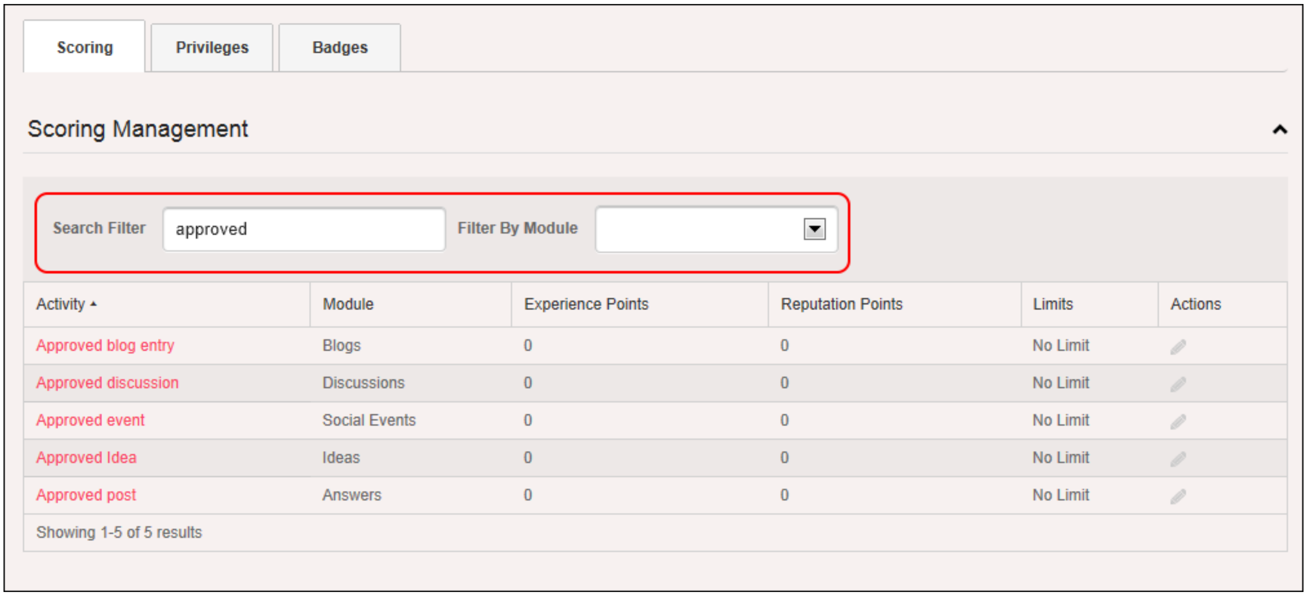


10. Click the **Save** button.

Filtering and Searching for an Activity Scores

How to use the search and filter tools of Mechanics Management.

1. Navigate to Admin > Advanced Settings > **Gaming Mechanics**.
2. Select the **Scoring** tab.
3. In the **Search Filter** text box, enter all or part of the word score name.
4. **Optional.** At **Filter By Module**, select a module to only view scores for that module - OR - Select the blank record to view scores for all modules.



Managing Activity Scores

Administrators can change the point scores that community members earn by performing activities for Answers, Blogs, Discussions, Ideas and Social Events using Mechanics Management. There are two types of points that members can earn, experience points and reputation points.

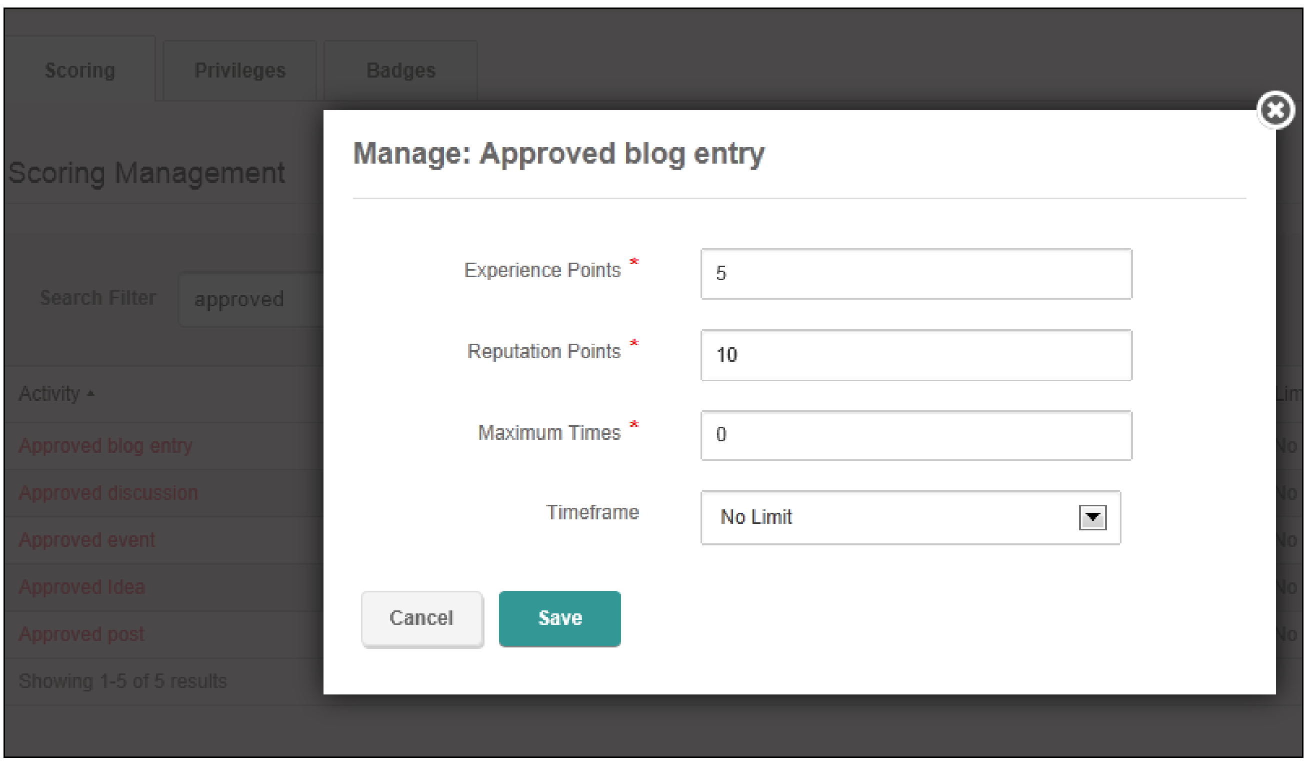
Note 1: Scoring actions cannot be added manually.

Note 2: Changing a point value only alters it from the current time and forward. This means any previously recorded actions and points are left unaltered by the change.

Note 3: There are no points allocated for blog posts in the default setup because this activity is not available to most community members and if points were associated with this activity it would create an unequal opportunity for bloggers to earn points.

1. Navigate to Admin > Advanced Settings > **Gaming Mechanics**.
2. Select the **Scoring** tab.
3. Locate the required activity score. See "Filtering and Searching for an Activity Scores"
4. Click the **Edit** button beside the score to be edited.
5. In the **Experience Points** text box, enter the number of experience points earned for completing this activity.
6. In the **Reputation Points** text box, enter the number of reputation points earned for completing this activity.

7. In the **Maximum Times** text box, enter the maximum number of times a community member can be awarded this score.
8. **Optional.** In the **Timeframe** text box, select from these options:
   - **No Limit**: Allows users to continue to earn points without any time frame restrictions (daily/monthly/yearly). Essentially you are rewarded for all your actions regardless of action's frequency. This is the default setting.
   - **Daily**, **Weekly**, or **Monthly**: You can earn only so many points a day/month/year regardless of your activity in this duration. You may perform more action but will not get points after meeting a threshold. For example: one can get 1 point for Commenting. Admin can set restriction that a user can only get a max of 10 points in a day for this action.
   - **Lifetime**: This is a very big restriction. Essentially this blocks a user from getting any more points in the course of the site once threshold is met. E.g User Registration. We allow someone to earn point for registration just once in the lifetime of that user's account to get points for that.



9. Click the **Save** button.

About DotNetNuke Corp

DotNetNuke Corp. is the steward of the DotNetNuke open source project, the most widely adopted Web Content management Platform for building websites and web applications on Microsoft .NET. Organizations use DotNetNuke to quickly develop and deploy interactive and dynamic websites, intranets, extranets and web applications.

The DotNetNuke platform is available in a free Community Edition and the subscription-based Professional Edition and Enterprise Edition with an Elite Support option. DotNetNuke Corp. also operates the DotNetNuke Store (http://store.dotnetnuke.com/) where users purchase third party software apps for the platform. Founded in 2006 and funded by Sierra Ventures, August Capital and Pelion Venture Partners, DotNetNuke Corp. is headquartered in San Mateo, Calif.

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